

2023 Vermont

Enter amendment date, as applicable



INDIVIDUAL CAREER ADVANCEMENT NETWORK (ICAN)

Vermont's SNAP Employment & Training Plan
Federal Fiscal Year 2023

ICAN provides assistance to 3SVT recipients while they attempt to gain employment or return to work. Many Vermonters face overwhelming barriers to employment due to factors such as homelessness, substance abuse, correctional histories, mental illness, and other barriers. Without supports many of these individuals ultimately fail in their efforts to be successfully employed.

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A. Cover Page and Authorized Signatures

State: Vermont

State Agency Name: Department for Children and Families, Economic Services Division

Federal FY: 2023

Date Submitted to FNS (revise to reflect subsequent amendments): 08/12/2022

List State agency personnel who should be contacted with questions about the E&T State plan.

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Certified By:

DocuSigned by:
Nicole Tousignant
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9/27/2022

Nicole Tousignant,
Economic Benefits Director

Date

Certified By:

DocuSigned by:
Megan Smeaton
3E6AACE166B44BE

9/28/2022

Megan Smeaton
Department for Children and Families
Director of Financial Analytics

Date

B. Amendment Log

In accordance with 7 CFR 273.7(c)(8), State agencies must submit plan revisions to the appropriate FNS Regional office for approval if it plans to make a significant change. For a complete list of situations requiring an amendment to the E&T State plan, see Plan Modifications in the E&T State Plan Handbook. The State agency must submit the proposed changes for approval at least 30 days prior to the planned implementation.

Please use the log below to document the submission of an amended plan. A single line in the log should capture each time a plan is amended and resubmitted, not each individual amendment throughout the plan.

To expedite the review process for amendment changes, please highlight areas where text has been added or changed. After FNS approval of amendment changes, highlighting must be removed and a clean, updated plan submitted to FNS.

Table B.I. Amendment Log

Amendment Number	Brief description of changes or purpose for amendment (If amendment includes budget changes, include in description)	Sections of Plan Changed (Highlight areas of plan with changes)	Date submitted to FNS	Date approved by FNS

C. Acronyms

State agencies may consider including acronyms for the SNAP State agency, SNAP E&T program name, State's management information system, and SNAP E&T providers or contractors.

Below is a list of common acronyms utilized within this plan.

Table C.I. Acronyms

3SquaresVT	Vermont's name for SNAP
3SVT	3SquaresVT
ABAWD	Able-Bodied Adult without Dependents
ABE	Adult Basic Education
ADO	St. Albans District Office
AOE	Agency of Education
ACCESS	Vermont's automated eligibility system
AHS	Agency of Human Services
BDO	Burlington District Office
CATN	Case Action Note
CBO	Community Based Organization
CCFAP	Childcare Financial Assistance Program
CKA	Community Kitchen Academy
DAIL	Department of Disabilities, Aging, and Independent Living
DCF	Department for Children and Families
E&T	Employment and Training
EAP	Employee Assistance Program
EBT	Electron Benefit Transfer
ESD	Economic Services Division
ESL	English as a second Language
DOC	Department of Corrections
FFY	Federal Fiscal Year
FCWC	Family Center of Washington County
FNS	Food and Nutrition Service
GED	General Education Diploma
GNG	Ascentria Community Services (dba Good News Garage)
HDO	Hartford District Office
HireAbility	Formally Vocational Rehabilitation
ICAN	Individual Career Advancement Network
ICAN-RU	Individual Career Advancement Network for Reach Up
IET	Integrated Education and Training Programs
JDO	St. Johnsbury District Office
JFI	Vermont's Jobs for Independence (USDA Pilot)
Joblink	ICAN case management system (housed at VDOL)
LDO	Brattleboro District Office
LFC	Lamoille Family Center
MBDP	Micro Business Development Program

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MDO	Barre District Office
MOU	Memorandum of Understanding
NDO	Newport District Office
NEKCA	Northeast Kingdom Community Action
OEO	Office of Economic Opportunity
RDO	Rutland District Office
Reach Up	Vermont's name for TANF
RUFA	Reach Up
SDO	Springfield District Office
ROI	Release of Information
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
TDO	Bennington District Office
USDA	United States Department of Agriculture
VABIR	Vermont Association of Business Industry and Rehabilitation
VAL	Vermont Adult Learning
VDO	Morrisville District Office
VDOL	Vermont Department of Labor
VJL	Joblink – ICAN case management system
VR	Vocational Rehabilitation
INVEST EAP	Vocational Rehabilitation –Employee Assistance Program
VTC	Vermont Technical College
WDB	Workforce Development Board
WIOA	Workforce Innovations Opportunity Act

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D. Assurances

By signing on the cover page of this document and checking the boxes below, the State agency Director (or Commissioner) and financial representative certify that the below assurances are met.

Table D.I. Assurances

Check the box to indicate you have read and understand each statement.	Check Box
I. The State agency is accountable for the content of the E&T State plan and will provide oversight of any sub-grantees. (7 CFR 273.7(c)(4) and 7 CFR 273.7(c)(6))	<input checked="" type="checkbox"/>
II. The State agency is fiscally responsible for E&T activities funded under the plan and is liable for repayment of unallowable costs. (7 CFR 271.4, 7 CFR 276.2, and 7 CFR 277.16)	<input checked="" type="checkbox"/>
III. State education costs will not be supplanted with Federal E&T funds. (7 CFR 273.7(d)(1)(ii)(C))	<input checked="" type="checkbox"/>
IV. Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program. (7 CFR 277.4(d)(2))	<input checked="" type="checkbox"/>
V. Documentation of State agency costs, payments, and donations for approved E&T activities are maintained by the State agency and available for USDA review and audit. (7 CFR 277.17)	<input checked="" type="checkbox"/>
VI. Contracts are procured through appropriate procedures governed by State procurement regulations. (7 CFR 277.14)	<input checked="" type="checkbox"/>
VII. Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues. (7 CFR parts 271, 272, 273, 274, 275, 276, 277, 281, and 282)	<input checked="" type="checkbox"/>
VIII. E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness. (7 CFR 273.7(e)(2)(vi))	<input checked="" type="checkbox"/>
IX. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T. (7 CFR 277.4(d)(3))	<input checked="" type="checkbox"/>

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Table D.II. Additional Assurances

The following assurances are only applicable to State agencies with the situations described below. If the condition applies, check the box to indicate you have read and understand each statement.	Check Box
I. If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed. (7 CFR 277.4(d) and (e))	<input checked="" type="checkbox"/>
II. The E&T Program is implemented in a manner that is responsive to the special needs of Indian Tribal members on Reservations. The State agency shall consult on an ongoing basis about portions of the E&T State Plan which affect them; submit for comment all portions of the E&T State Plan that affect the Indian Tribal Organization (ITO); if appropriate and to the extent practicable, include ITO suggestions in the E&T State plan. (For States with Indian Reservations only.) (7 CFR 272.2(b)(2) and 7 CFR 272.2(e)(7))	<input checked="" type="checkbox"/>

E. State E&T Program, Operations, and Policy

I. Summary of E&T Program

Provide the vision and mission of the State E&T program. In addition, describe how your State agency's E&T program meets the purpose of E&T which is to: 1) increase the ability of SNAP participants to obtain regular employment; and 2) meet State or local workforce needs.

Vermont's Supplemental Nutrition Assistance Program (SNAP) Employment and Training Program (E&T), otherwise known as Individual Career Advancement Network (ICAN), is administered by the Agency of Human Services (AHS), Department for Children and Families (DCF), Economic Services Division (ESD). ICAN operates statewide in 14 counties served by 12 ESD district offices.

Many Vermonters face overwhelming barriers to employment due to factors such as homelessness, substance use disorder, correctional histories, mental illness, and other barriers to employment. Without supports many of these individuals ultimately fail in their efforts to go to work. ICAN's goal is to work with participants to overcome their barriers and reach their employment goals.

DCF's mission is to foster the healthy development, safety, well-being, and self sufficiency of Vermonters. DCF envisioning Vermont as a place where people prosper, children and families are safe and have strong, loving connections and individuals have the opportunity to fully develop their potential. ICAN mirrors this mission and vision as it supports Vermonters.

ICAN is a network of partners that work together to provide case management, component services, and barrier reduction to program participants. ICAN programing is delivered by the Vermont Department of Disabilities, Aging and Independent Living (DAIL), Division of Vocational Rehabilitation (HireAbility VT) and the Employee Assistance Program (Invest EAP), Vermont Department of Labor (VDOL), Vermont Association of Business Industry and Rehabilitation (VABIR), Vermont Adult Learning (VAL), and The Vermont Foodbank. ICAN programing also includes ICAN-RU. ICAN-RU serves TANF eligible participants. ICAN-RU programing is delivered by Vermont Adult Learning (VAL), Vermont Association of Business Industry and Rehabilitation (VABIR), Northeast Kingdom Community Action's St. Johnsbury location (NECKA), Family Center of Washington County (FCWC), Lamoille Family Center (LFC), and Ascentria Community Services (dba Good News Garage).

The full range of ICAN/ICAN-RU services will include:

- Supervised Job Search
- Job Search Training
- Work Experience

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- Work Activity
- Internship (non-subsidized)
- Pre-Apprenticeship/Apprenticeship (non-subsidized)
- On the Job Training (non-subsidized)
- Work Based Learning (Other) – Job Shadow (non-subsidized)
- Education
 - Basic/Foundational Skills Instructions
 - Career/Technical Education Programs
 - English Language Acquisition
 - Integrated Education and training
 - Work Readiness Training
- Self-Employment Training
- Job Retention

The ICAN employment network will utilize VDOL's case management system, currently Vermont Joblink (VJL), to confirm ICAN participation and component services. All ICAN/ICAN-RU partners will track component enrollments and case management in the participant's file and VJL.

ICAN and ICAN-RU partners provide a wide range of services to participants:

Invest EAP will provide ICAN participants with multiple layers of support during enrollment and participation through case coordination, case management, and component services. Invest EAP Care Coordinators will be the first point of contact for most ICAN participants. The Care Coordinators will assist participants with the ICAN enrollment process and will complete intake assessments to determine barriers, work readiness and initial referral to case management and/or component services. Care coordinators are also responsible for coordinating regional team meetings for ICAN partners. Invest EAP will provide case management to ICAN participants. Additionally, participants who qualify for HireAbility VT services will receive a referral to Hireability VT for barrier reduction and component services. Invest EAP will integrate ICAN services with their existing employment services to support participants.

VABIR will provide ICAN and ICAN-RU participants with employer driven trainings, skill development, job readiness services, and job match services. VABIR focuses on participants with some of the highest barriers to employment. Through their programming and relationship with area employers, they work to find a successful job match for each participant that wants to work.

Vermont Foodbank acts as an intermediary and contracts with two of Vermont's Community Action Agencies to providing the Community Kitchen Academy (CKA) to ICAN participants. CKA is a vocational training program that prepares participants for careers in the food service industry.

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Vermont Adult Learning (VAL) provides ICAN and ICAN-RU participants with personalized educational and career development services, including basic education, high school completion programs, job readiness and job retention.

Northeast Kingdom Community Action of St. Johnsbury (NECKA), Family Center of Washington County (FCWC) and the Lamoille Family Center (LFC) provide ICAN-RU participants consultation, assessments and enhanced employment services that focus on barrier reduction and gaining job skills.

Good New Garage (Ascentria Community Service) provides safe and secure transportation options to ICAN-RU participants. Reach Up Case Managers at ESD will authorize transportation services to assist participation in components services, and securing and maintaining employment.

Vermont Department of Labor (VDOL) will manage the case management system, currently Vermont Joblink (VJL), utilized for ICAN/ICAN-RU. This includes providing VJL training and technical support as well as collecting participant level data and providing aggregate unduplicated data to ESD quarterly and annually. VDOL will also accept ICAN participant referrals for component services provided by VDOL. VDOL will integrate ICAN services with their existing employment services to support participants. VDOL component services will be coordinated with ICAN case management provided by Invest EAP.

Vermont is requesting \$464,246.36 in additional 100% funds for FFY23. Please see the attached additional 100% request.

Is the State's E&T program administered at the State or county level?

Vermont's E&T program is administered at the state level.

(For county-administered States only) Describe how counties share information with the State agency (e.g. county E&T plans), and how the State agency monitors county operations.

N/A

Provide the geographic areas of the State where the E&T program operates, and describe the rationale for this selection. Designate which areas, if any, operate mandatory E&T programs.

Vermont operates a voluntary statewide E&T program. The program operates in 14 counties served by 12 ESD district offices. Current ICAN/ICAN-RU partners offer services across the state allowing us to offer a statewide program.

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Provide a list of the components offered.

Components offered as part of ICAN are:

- Supervised Job Search
- Job Search Training
- Work Experience
 - Work Activity
 - Internship (non-subsidized)
 - Pre-Apprenticeship/Apprenticeship (non-subsidized)
 - On the Job Training (non-subsidized)
 - Work Based Learning (Other) – Job Shadow (non-subsidized)
- Education
 - Basic/Foundational Skills Instructions
 - Career/Technical Education Programs
 - English Language Acquisition
 - Integrated Education and training
 - Work Readiness Training
- Self-Employment Training
- Job Retention

Provide the web addresses (URLs) of State E&T policy resources such as handbooks and State administrative code, if available.

ICAN Partner page: [ICAN Partners | Department for Children and Families \(vermont.gov\)](https://www.vermont.gov/ican-partners)

Public facing ICAN Site: [Individual Career Advancement Network \(ICAN\) | Department for Children and Families \(vermont.gov\)](https://www.vermont.gov/ican)

3SquaresVT Policy Manual (Public): [3SquaresVT Program Manual \(state.vt.us\)](https://www.state.vt.us/3squaresvt)

Reach Up [Reach Up | Department for Children and Families \(vermont.gov\)](https://www.vermont.gov/reach-up)

II. Program Changes

Please complete this section if applicable, and only include changes to the program for the upcoming Federal fiscal year (FY).

Summarize changes for the upcoming Federal fiscal year (FY) from the prior FY. Significant changes may include new initiatives, changes in funding or funding sources, policy changes, or significant changes to the number of partners or participants. Significant changes could include those made as a result of management evaluation findings or participation in program improvement initiatives, such as SNAP to Skills. It is not necessary to include changes made as a result of new Federal rulemaking.

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The changes that are happening for FFY23 are:

- VAL is expanding their work experience program. This program specializes in weatherization and will now include solar and heat pump installation training. With this expansion VAL will become an intermediary within the ICAN state plan. VAL will be partnering with four trainers/companies to provide these enhanced services to ICAN participants.
- Invest EAP and VAL will now be providing the Education – Work Readiness training component.

Highlight any changes from above that the State agency is making to the E&T program based on the prior year's performance, for instance changes made as a result of E&T outcome and participation data.

N/A

III. Consultation and Coordination with the Workforce Development System

State agencies must design the E&T program in consultation with the State workforce development board and operate the E&T program through the Statewide workforce development system (7 CFR 273.7(c)(5)). The goal of this section is to explain the relationship between the State agency and other organizations it plans to consult and coordinate with for the provision of services, including organizations in the statewide workforce development system. The statewide workforce development system refers to a network of providers, which may include government and the public sector; community-based organizations and non-profits; employers and industry; occupational training providers; and post-secondary institutions, such as community colleges. Please note the State workforce development board is an entity that establishes regional strategic plans and sets funding priorities for their area. They are distinct from State workforce agencies.

Consultation

Consultation with the workforce development system generally includes discussions to learn about services provided in the community and how each organization functions and coordinates with others in the community. State agencies can demonstrate they consulted with their State workforce development board by noting the dates of conversations, who they spoke with, what they spoke about, and how they incorporated this information into the design of their E&T program.

Consultation with State workforce development board: Describe how the State agency consulted with the State workforce development board in designing its SNAP

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E&T program. This description should include with whom the State agency consulted and the outcomes of the consultation. If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, skip to question (b).

During the formation of the FFY23 ICAN state plan, ESD consulted with the Workforce Development Board (WDB) through existing partnerships with state and local workforce agencies and programs. These agencies and programs included HireAbility VT, Invest EAP, Agency of Education (AOE), Department of Mental Health, VDOL, Department of Corrections (DOC), VABIR, supportive employment programs, WIOA, career development, community outreach and coordination, career explorations projects, and business/services career developers.

ESD also participates in quarterly WDB meetings and reviewed meeting notes to align ICAN with the state's current workforce development goals and strategies. ESD will be presenting ICAN to the WDB during FFY23.

Current WDB goals and strategies include:

- Building collaboration among workforce programs
- Increasing the state's population to increase the workforce
- Building Career Pathways across sectors. Special focus on:
 - Healthcare
 - Childcare
- Investing in workforce recruitment
- Increasing affordable housing

Current ICAN partners active on the WDB include HireAbility VT, Invest EAP, and VDOL.

The partnership with VABIR also provides a unique insight to the in-demand and emerging industries and occupations around the state. As employers identify a need for trainings and certification programs VABIR will create those programs. ICAN and ICAN-RU participants will have access to these programs.

ESD utilizes workforce data available through VDOL for Vermont's labor markets (<http://www.vtlmi.info/ces.cfm>).

Consultation with employers: If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, document this consultation and explain the determination that doing so was more effective or efficient. Include with whom the State agency consulted and the results of the consultation.

N/A

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Coordination

Coordination with the workforce development system consists of efforts to partner with workforce providers to directly serve SNAP E&T participants or to align the flow or types of services offered across programs.

Special State Initiatives: Describe any special State initiatives (i.e. Governor-initiated or through State legislation) that include SNAP E&T. Describe any efforts taken by the State agency to coordinate these programs, services, partners, and/or activities with the State's E&T program.

Currently there are no special state initiatives that include SNAP E&T.

Through our continued partnership with the WDB, ICAN will be informed of new programs or expanding programs around the state and encourage community based and state agencies to explore coordination with ICAN.

Coordination with title I of WIOA: Describe the extent to which the State agency is carrying out SNAP E&T programs in coordination with title I programs under the Workforce Innovation and Opportunity Act (WIOA).

ICAN and ICAN-RU works closely with VDOL to coordinate ICAN programing with Title I programs under WIOA.

For ICAN participants, VDOL provides comprehensive component services to participants who qualify for VDOL services including WIOA. Invest EAP ICAN Care Coordinator and Case managers coordinate ICAN services with WIOA service partners as appropriate for participants' employment and training goals.

ICAN-RU participants, they can access VDOL and WIOA services that are connected to the Reach Up program but not supported by E&T funds.

WIOA Combined Plan: Is SNAP E&T included as a partner in the State's WIOA Combined Plan?

☐ Yes

☒ No

TANF/GA Coordination: Describe how the State agency is coordinating with TANF/GA programs, services, partners, and/or activities. Describe any TANF/GA special initiatives targeting specific populations and any actions taken to coordinate with these efforts.

ICAN coordinates efforts with Reach Up, Vermont's TANF program, for ICAN-RU. ICAN-RU serves participants who are eligible for 3SVT and Reach Up. These participants are engaged in employment service activities provided by ICAN-RU

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partners. The participants' activities are tracked by partners and Reach Up Case Managers.

Other Employment Programs: Describe how the State agency is coordinating its SNAP E&T program with any other Federal or State employment program (e.g. HUD, child support, re-entry, refugee services).

Currently, ICAN does not coordinate directly with other Federal or State employment programs.

ESD maximizes its partnerships with workforce programs across the state that work closely or administer other Federal or State employment programs. ICAN participants working with these partners are screened, as appropriate, for all employment programs offered by a partner. ESD also utilizes its connections to WDB to build connections between programs throughout the state.

IV. Consultation with Indian Tribal Organizations (ITOs)

State agencies are required to consult with Tribes about the SNAP State Plan of Operations, which includes the E&T State Plan, per 7 CFR 272.2(b) and 272.2(e)(7). The consultations must pertain to the unique needs of Tribal members. State agencies are required to document the availability of E&T programs for Tribal members living on reservations in accordance with 7 CFR 273.7(c)(6)(xiii). The goal of this section is to describe how the State agency consulted with Indian Tribal Organizations (ITOs), describe the results of the consultation, and document the availability of E&T programs for Tribal members living on reservations.

Did the State agency consult with ITOs in the State?

- ☐ Yes, ITOs in the State were consulted. *(Complete the rest of this section.)*
- ☐ No, ITOs are located in the State but were not consulted. *(Skip the rest of this section.)*
- ☒ Not applicable because there are no ITOs located in the State. *(Skip the rest of this section.)*

Name the ITOs consulted.

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Outcomes: Describe the outcomes of the consultation. Provide specific examples of how the State agency incorporated feedback from ITOs into the design of the E&T program (e.g., unique supportive service, new component, in-demand occupation).

Enhanced reimbursement: Will the State agency be seeking enhanced reimbursement for E&T services (75%) for ITO members who are residents of reservations, either on or off the reservation?

☐ Yes

☐ No

V. Utilization of State Options

State agencies have the flexibility to implement policy options to adapt and meet the unique needs of State populations. Check which options the State agency will implement.

The State agency operates the following type of E&T program (*select only one*):

☐ Mandatory per 7 CFR 273.7(e)

☒ Voluntary per 7 CFR 273.7(e)(5)(i)

☐ Combination of mandatory and voluntary

The State agency serves the following populations (*check all that apply*):

☐ Applicants per 7 CFR 273.7(e)(2)

☒ Exempt members of zero benefit households that volunteer for SNAP E&T per 7 CFR 273.10(e)(2)(iii)(B)(7)

☒ Categorically eligible households per 7 CFR 273.2(j)

Does the State agency enable ABAWDs to regain SNAP eligibility through E&T and verify that the ABAWD will meet the work requirement within 30 days subsequent to application per 7 CFR 273.24(d)(1)(iv)?

☒ Yes

☐ No

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VI. Characteristics of Individuals Served by E&T

State agencies are required to include information about the categories and types of individuals they plan to exempt from mandatory E&T participation (7 CFR 273.7 (c)(6)(iv)), as well as the characteristics of the population they plan to place in E&T (7 CFR 273.7 (c)(6)(v)).

Describe the categories and types of individuals the State will exempt from mandatory E&T participation. In accordance with 7 CFR 273.7(e), State agencies may exempt from mandatory E&T participation, categories of work registrants (e.g. all those in counties X, Y, Z, or those in their first 30 days of receipt of SNAP) and individual work registrants based on certain personal characteristics or circumstances (e.g. lack of transportation or temporary disability). These exemptions are in addition to the federal exemptions from work requirements at 273.7(b) and only applicable to the E&T requirement at 7 CFR 273.7(a)(1)(ii). Exemptions from Mandatory E&T must also be listed in Table H 'Estimated Participant Levels' Sheet of the Excel Workbook.

(Note: States that run all-voluntary E&T programs would note that they exempt all work registrants.)

Vermont operates a voluntary E&T program, all work registrants are exempt.

How frequently will the State plan to re-evaluate these exemptions from mandatory E&T?

Vermont operates a voluntary E&T program, all work registrants are exempt.

What are the characteristics of the population the State agency intends to serve in E&T (e.g. target population)? This question applies to both mandatory and voluntary participants.

- ☒ ABAWDs
- ☒ Homeless
- ☒ Veterans
- ☒ Students
- ☒ Single parents
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Underemployed
- ☒ Those that reside in rural areas

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☐ Other: Click or tap here to enter text.

VII. Organizational Relationships

State agencies are required to include information on the organizational relationship between the units responsible for certification and the units operating the E&T components, including units of the statewide workforce development system, if available. For the purposes of the questions below, E&T providers are considered to include units of the Statewide workforce development system. FNS is specifically interested in ensuring that the lines of communication are efficient and that, if applicable, noncompliance with mandatory E&T is reported to the certification unit within 10 working days after the noncompliance occurs, per 7 CFR 273.7(c)(4). State agencies must also include information on the relationship between the State agency and other organizations it plans to coordinate with for the provision of services.

The following questions are about how the E&T program is structured in your State agency.

Please indicate who at the State agency directly administers the E&T program (i.e. establishes E&T policy, contracts for E&T services, monitors providers). For example, if the E&T program unit is separate from the SNAP certification unit, and if there are separate E&T units at the county level.

ICAN is administered by members of the Food and Nutrition team at ESD. These staff also administer the certification process for 3SVT. The ICAN-RU program is administered by members Reach Up program team in coordination with members of the Food and Nutrition team.

How does the E&T unit coordinate and communicate on an ongoing basis with the units responsible for certification policy?

ICAN and 3SVT are administered by the Food and Nutrition team at ESD. The same individuals responsible for 3SVT certification are also responsible for administering ICAN. The Food and Nutrition team is responsible for interpreting and writing policies for both 3SVT and the ICAN program. This includes updating the 3SVT policy manual, creating desk aid and procedures to aid staff in processing 3SVT eligibility, screening for work registration, time limits and ICAN. The team also administers ICAN through creation of the annual state plan, working with SNAP E&T partners and creating policies and procedures for ICAN Partners and ESD Staff.

All individuals that participate in ICAN-RU first meet with someone responsible for certifying 3SVT benefits. ICAN-RU case managers would verify in the ACCESS system if someone is eligible. ICAN-RU meets with the Reach Up Supervisors once per month and partner supervisors quarterly to provide any updates. Materials (procedures, desk aids, etc.) are updated regularly and communicated to everyone

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via a weekly newsletter and email. ICAN-RU also meets monthly with the Food and Nutrition team to review ICAN-RU programming.

Describe the State's relationships and communication with intermediaries or E&T providers (if applicable):

1. Describe how the State agency, intermediaries, E&T partners, share participant data and information. Include the names of any MIS systems (or other modes of communication) used.

Participant data and information is shared several ways between ESD and ICAN partners. ESD staff administering ICAN and all ICAN staff at partners agencies have access to VDOL's case management system where ICAN partners are required to enter data and track the progress of their participants. All ICAN staff can view a participant's information and have access to the data entered by all partners.

Regionally, ICAN partners have ongoing meetings to discuss ICAN administration and participants. During these meetings partners can communicate a participant's needs, complete referrals, and learn about regional workforce programs and needs. Regions also set up communication channels that work best for their participants and region; these can include but are not limited to, email, referral webpages, forms.

Additionally, ESD utilizes a secure referral webpage with Invest EAP. This webpage tracks data related to a participant's initial referral and contact with ICAN prior to case creation in the case management system.

ICAN-RU case managers and partners communicate regularly. Reach Up case managers provide ICAN-RU partners with a referral form. ICAN-RU partners enter all participants in the case management system.

2. If the State uses an MIS system, describe the E&T related data that is tracked and stored in those systems (e.g. referrals, noncompliance with program requirements, provider determinations, etc.), and whether the system(s) interact with each other.

ICAN utilizes VDOL's case management system, currently Vermont JobLinks (VJL), to track and store E&T related data. All ICAN partners have access to VJL and are required to track participant information in the system.

The following data is stored in VJL for ICAN participants:

- ICAN enrollment

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- 3SVT and Reach Up eligibility details (for cases matched with ACCESS)
- Case management and component case notes
- Monthly component services
- Participant reimbursement details (case notes, verification, service)

The following data is stored in VJL for ICAN-RU Participants:

- ICAN-RU enrollment
- 3SVT and Reach Up eligibility details (for cases matched with ACCESS)
- Monthly component services

Additionally for ICAN-RU, participant reimbursements details are stored in case manager electronic case file, case notes. These are stored in the ESD shared drive and can be viewed and updated by ICAN-RU case managers and partners.

ESD utilizes its ACCESS eligibility system to determine 3SVT and Reach Up eligibility. There is a weekly data file that goes to VJL to match VJL cases and ACCESS cases to show 3SVT and Reach Up eligibility details in VJL. This assists ICAN partners in determining ICAN eligibility monthly.

3. Describe how the State agency shares new policies, procedures, or other information with the intermediary or other E&T partners.

New policies, procedures and other information are shared multiple ways with intermediaries and ICAN partners.

- Partner Meetings
 - Monthly meeting with ICAN coordinators at ESD and partner agencies.
 - Agenda includes: Program Updates, Data, Participant Reimbursements and other items as required (Upcoming changes, Time Limits, Work Requirements, Rules Changes)
 - ICAN coordinators will share information from this meeting with their field staff.
- Partner Calls
 - Every other month meeting with ICAN coordinators, ESD and ICAN field staff.
 - Agenda includes: Program Updates, Data, Participant Reimbursements and other items as required (Upcoming changes, Time Limits, Work Requirements, Rules Changes)
 - Information shared during partner meetings would be shared with field staff during partner calls.
- Technical Assistance

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- As needed individual partners are provided technical assistance.
 - Topics that have been covered during technical assistance included: Participant Reimbursement, Referrals between ICAN partners, VJL.
- Trainings
 - Case management system training is provided on an annual basis.
 - Other trainings are provided as needed based on ESD and partner needs.
- Email
 - Main source of communication with partners.
 - Info relayed via email can then be discussed at a scheduled meeting.
- Provider Handbook
 - Contains current policies, procedures and other general partner information.
 - As new policies and procedures are implemented updates are made.

New policies, procedures and other information are shared multiple ways with intermediaries and ICAN-RU partners:

- ICAN-RU Partner Meetings:
 - Quarterly check in with partner supervisors.
 - Agenda includes: Program Updates and Check In on various practices and program changes.
- Technical Assistance
 - As needed individual partners are provided technical assistance.
 - ICAN-RU partners are invited to participate in office hours to ask questions and receive peer support on the goal achievement model.
- Trainings
 - ICAN-RU partners participate in select trainings with Reach Up Case Managers.
- Email
 - Main source of communication with partners.
 - Info relayed via email can then be discussed at a scheduled meeting.
- Supervisors Meeting
 - Partner Supervisors are invited to attend RU Supervisor meetings to check in and share information
- SharePoint
 - Guidance is updated and posted to the shared site

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4. Describe the State agency's process for monitoring E&T partners' program and fiscal operations. Include plans for direct monitoring such as visits, as well as indirect monitoring such as reviewing program data, financial invoices, etc.

ESD monitors ICAN and ICAN-RU partner agreements based on submitted program reports, financial reports, site visits (when applicable), source documentation reviews, and correspondence with the Subrecipient throughout the Grant term.

This is in accordance with ESD's Subrecipient Monitoring Protocols.

5. Describe how the State agency evaluates the performance of partners in achieving the purpose of E&T (assisting members of SNAP households in gaining skills, training, work, or experience that will increase their ability to obtain regular employment and meets State or local workforce needs).

Performance is evaluated and monitored throughout the Grant term based on the following:

- Program reports,
- financial reports,
- performance measures,
- site visits, and
- correspondence with the Subrecipient.

Also, Grants include performance measures that are reported on and monitored throughout the Grant term. Performance Measures are specific to each Partner and the services provided. Grants include language on Subrecipient performance and actions that shall follow if Subrecipient's performance fall below 75% of the stated performance measure goals.

- The first time, a Notice Letter is sent to the Subrecipient informing them of the missed performance measure(s) and required to be sent back to ESD with the Subrecipient's signing authority's signature.
- The second time, the Subrecipient shall develop a Corrective Action Plan with ESD, which shall be signed by the Subrecipient's signing authority and ESD.
- Continued failure shall result in termination of the agreement or other sanctions as appropriate per the ESD Monitoring Plan.

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VIII. Screening for Work Registration

State agency eligibility staff must screen for exemptions from work registration, per 7 CFR 273.7(a).

Describe how the State agency screens applicants to determine if they are work registrants.

ESD registers applicants as work registrants at the time of initial certification and at each certification thereafter. During the application and recertification process for 3SVT or when a member is added to a 3SVT household, State Agency Staff screen household members for work registration exemptions using the information provided on the application, during the interview and with subsequent verification. Household members who are not exempt from work registration are considered work registrants. At the time of interview, ESD eligibility workers explain work registration and work program opportunities, rights and responsibilities, and consequences of failure to comply. ESD eligibility workers offer ICAN to all eligible 3SVT customers, with the exception of elderly customers, who are only offered ICAN if they express interest in employment.

How does the State agency work register non-exempt individuals? For example, does the State agency make a notation in the file, do individuals sign a form, etc.?

Work registration of non-exempt individuals occurs when the 3SVT application is signed. Applicants and recipients who are determined to be work registrants are coded with an 02 in their member panel .

At what point in the certification process does the State agency provide the written explanation and oral notification of the applicable work requirements?

At this time ESD has not implemented the consolidated work notice or oral notification of applicable work requirements. ESD is currently working on implementing the consolidated work notice requirement during FFY23.

IX. Screening for Referral to E&T

The State agency must screen each work registrant to determine if it is appropriate, based on State specific criteria, to refer them to the E&T program per 7 CFR 273.7 (c)(2). State agencies may operate program components in which individuals elect to participate, per 7 CFR 273.7(e)(4).

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List the State-specific criteria eligibility workers use to screen individuals to determine if it is appropriate to refer them to the State's SNAP E&T program. *(Note: This question is not asking about criteria that may be unique to each provider.)*

The state specific criteria used to screen individuals for ICAN are that an individual is applying for* or active 3SVT and is not active Reach up programs.

**ESD does not serve applicants in ICAN. ICAN is reviewed with applicants to ensure they receive information regarding ICAN so that they are able to take the next steps as soon as possible.*

The state specific criteria used to screen individuals into ICAN-RU are that an individual is active 3SVT and Reach Up and wants to enroll in an ICAN-RU partners services. The individual must have an employment, training, or education related goal. The Reach Up program uses the Goal, Plan, Do, Review/Revise model. An individual would select a goal, create a plan, and then begin the steps to achieve their goal. If they are having a hard time achieving their steps during the review and revising of the process the goal chosen would be reassessed to determine if that is still an appropriate goal.

Describe the process for screening during the certification and recertification process. Include the staff involved in the screening, how the staff conduct the screening, and when the screening occurs.

3SVT household members are screened by state agency staff for ICAN eligibility during the application and recertification interview. ICAN eligibility is based on household details at the time of interview.

Households that include ICAN eligible participant(s) are given an oral explanation informing them of the following:

- What ICAN is,
- ICAN activities,
- Participant Reimbursement,
- Work Registration Rights and Responsibilities, if applicable
- Time Limited Benefits Rights and Responsibilities, if applicable, and
- the steps eligible household members would take to enroll in ICAN.

Following the oral explanation households that are interested in ICAN will be given/sent an ESD 218FS-1 Individual Career Advancement Network (ICAN) Stuffer and a ICAN Flyer. These documents provide the household with written details regarding ICAN and how to enroll.

Individuals complete virtual ICAN orientation independently and can do it at any time. Once an individual completes orientation an automatic email is sent to ESD at which time ESD will confirm 3SVT and Reach Up status. Once eligibility is confirmed ESD

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will refer the customers to ICAN Staff at Invest EAP utilizing a secure shared referral webpage.

Additionally, upon approval of 3SVT at application or recertification, if a household includes ICAN eligible members then the notice of decision would include details about ICAN eligibility along with details on how to get connected to the program.

State Agency eligibility staff are the individuals who make direct referrals to ICAN. As part of this referral process, State Agency eligibility staff educate customers regarding ICAN eligibility and make referrals to ICAN, determine work registration, and time limits exemptions and also confirm SNAP and TANF eligibility. Please note that this referral process happens before ICAN orientation.

3SVT customers who are active Reach Up are screened for ICAN eligibility by their Reach Up Case Manager. ICAN-RU participants are referred to ICAN-RU services if the participants are receiving 3SVT and their employment goals align with an ICAN component. Assessments completed during Reach Up enrollment ensure the appropriateness for an employment service referral. Once referred, continued eligibility is determined by ensuring that the participants are enrolled in an ICAN component and are receiving 3SVT benefits on a monthly basis.

(If applicable) Describe the process for screening upon receipt of a request for referral to E&T from an E&T provider (reverse referral). Include the staff involved in the screening, how the staff conduct the screening, and when the screening occurs.

Participants do not have to be directly referred to ICAN to enroll. Individual ICAN partners can screen and enroll participants. When an individual enrolls in ICAN via a partner agency, the partner will screen the individual for 3SVT and Reach Up eligibility. This screening can be completed with data in VJL or by emailing the ESD ICAN Team. Prior to confirming ICAN eligibility and completing ICAN enrollment the partner will have determined eligibility for their own programs and components.

Reverse referrals are supported by eligibility staff at the time of certification or recertification. Individuals are screened for ICAN at the time of Interview and are provided written information on their notice of decisions explaining ICAN eligibility and the steps they need to take to enroll in the program.

Individuals who may be ICAN eligible but are not eligible for a partner's program will be referred to the ICAN orientation to get enrolled in ICAN and connected to appropriate services.

ICAN-RU does not have reverse referrals. All referrals to ICAN-RU are made by ESD to an ICAN-RU partner.

How and when are participants informed about participant reimbursements? In the case of mandatory participants, how and when does the State agency ensure individuals are

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exempted from mandatory E&T if the costs of participant reimbursements exceed any State agency cap or are not available?

3SVT households not active Reach Up are informed about participant reimbursements several times during the ICAN screening process.

1. Participants are educated about participant reimbursements by eligibility staff during the application and recertification process.
2. Participants receive written information regarding participant reimbursements
 - ESD 218FS-1 and ICAN Flyer are sent when an individual is interested in ICAN.
 - Notice of decision includes ICAN details and eligible participants.
3. Participant Reimbursements are discussed during the ICAN Orientation video.

Once participants connect to ICAN staff for case management and component services participant reimbursements are explained and the need for them reviewed on an ongoing basis.

Participants enrolled in ICAN-RU are notified by Reach Up case managers about participant reimbursements and this is documented in case notes. They are regularly revisited.

X. Referral to E&T

In accordance with 7 CFR 273.7(c)(2), the State agency must refer participants to E&T.

What information does the State provide to E&T participants when they are referred and how is the referral communicated (e.g. information about accessing E&T services, case management, dates, contact information)?

During the screening, orientation and referral process a participant is informed of the next steps in the ICAN enrollment process. Participants receive an oral explanation by eligibility staff at ESD or ICAN partners, written explanations located on the ICAN orientation, ICAN website, ESD 218-FS, ICAN Flyer and notices of decision.

For ICAN-RU participants, the Reach Up case manager explains ICAN services and how to access them. ICAN-RU also offers 3-way meetings between the case manager, ICAN-RU Partner and participant to discuss the program.

If a State receives and approves a referral request from an E&T provider (reverse referral), how does the State communicate to the SNAP participant that they are in SNAP E&T and about their rights to receive participant reimbursements, etc.?

Eligible participants are explained ICAN eligibility and participation, including participant reimbursements at the time of their 3SVT application or recertification. If the participant then connects with an ICAN partner and not ICAN orientation to enroll

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the ICAN partner will re-explain the ICAN program, participation, including participant reimbursements during the ICAN enrollment process.

ESD has provided ICAN partners with a Participant Reimbursement Handout that can be utilized by partners to explain participant reimbursements and can be an ongoing resource for participants.

After referral, describe what the E&T participant must do next. For instance, if the participant must report for an orientation describe who conducts the orientation, where the orientation occurs (e.g. in-person at a provider, log-in to a computer program, telephone interview with a case manager), and what happens during the orientation. If the next step varies throughout the State, describe the most common next step.

Following the initial referral to ICAN by State Agency eligibility staff, participants can complete ICAN orientation that is hosted virtually by ESD on the ICAN webpage (<https://dcf.vermont.gov/benefits/ICAN>). Participants who complete orientation follow the direct referral process outlined below. Participants do not have to complete orientation to enroll in ICAN. Participants can enroll in ICAN through an ICAN partner via the reverse referral process outlined below.

Initial ICAN referrals, both direct and reverse referrals, are made by State Agency eligibility staff prior to orientation and assessment. In the case of a reverse referral, customers have already received an ICAN referral from State Agency eligibility staff. Their path to ICAN, however, is not a direct one. In these cases when a customer reaches out directly to an ICAN partner rather than following the traditional direct referral path, the ICAN partner reaches out to the State Agency to confirm that the customer is a 3SVT participant appropriate for ICAN.

Direct Referrals:

When a participant completes virtual ICAN orientation they trigger an email to the ICAN team at ESD to confirm 3SVT and Reach Up eligibility. Customers who are active 3SVT and not receiving Reach Up will be referred to Invest EAP using the ICAN referral webpage. Once this referral is made, Invest EAP will outreach to participants to complete intake paperwork, finalize ICAN enrollment, and begin assessments.

Participants pending 3SVT or Reach Up will be tracked by ESD to determine if and when they become eligible for ICAN. Once ICAN eligible they will be referred to Invest EAP.

Individuals who complete orientation but are eligible for Reach Up will have their referral information sent to the local ESD district management to follow up with the customer regarding ICAN and ICAN-RU eligibility.

Participants enrolled in Reach Up will be referred to ICAN services by their Reach Up case manager. When a household qualifies for 3SVT and Reach Up, state agency

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staff will make a referral directly to the local state agency Reach Up staff who will screen the participant for work requirements and employment goals. Participants who are determined to have employment, training and/or education related goals and would like to be supported by ICAN-RU will be enrolled in ICAN and referred to the local Employment, Training, and Education Specialists (ETES) for component services.

Reverse Referral:

Participants do not have to be directly referred to ICAN to enroll. Individual ICAN partners can enroll participants into ICAN. This can be done in two ways:

1. The partner can refer the participant to ICAN orientation to follow the direct referral path to ICAN enrollment.
2. The ICAN partner can refer the customer directly into their individual program after confirming 3SVT and Reach Up eligibility using VJL data or by reaching out to the State Agency. For these participants the ICAN partner will complete intake paperwork, finalize ICAN enrolment, begin assessments, provide component services and provide case manager services or complete a referral to their regional Invest EAP ICAN case manager.

How is information about the referral communicated within the State agency? For instance, is the information entered into an MIS by the eligibility worker and reviewed by an E&T specialist?

ICAN referrals are communicated between ESD and Invest EAP using a secure referral webpage. Referrals between partners are communicated utilizing a method chosen by the partners and/or local region. Examples of referral methods can include:

- Referral Forms
- Case Management System
- Shared Spreadsheets or webpages
- Email
- Phone
- Regional meetings
- Verbal Referrals

Reach Up case managers use referral forms or verbal referrals with the participant's consent.

How is information about the referral communicated to E&T providers, as applicable? If the State works with E&T providers outside the State agency, how does the E&T provider know a SNAP participant has been referred to them?

ESD sends all eligible ICAN participant who complete orientation to Invest EAP using a secure shared referral website that is accessible by assigned ESD and Invest EAP staff.

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Referrals between partners or reverse referrals are communicated utilizing a method chosen by the partners and/or local region. Examples of referral methods can include:

- Referral Forms
- Vermont Joblink
- Shared Spreadsheets or webpages
- Email
- Phone
- Regional meetings
- Verbal Referrals

Reach Up case managers use referral forms or verbal referrals with the participant's consent.

XI. Assessment

As a best practice, SNAP participants should be assessed after referral to ensure they receive targeted E&T services.

Does the State require or provide an assessment?

☒ Yes (*Complete the remainder of this section.*)

☐ No (*Skip to the next section.*)

If yes, describe the processes in the State, if any, to provide E&T participants with an assessment (e.g. who conducts the assessment, when are participants assessed, what tools *are* used, and how are the results shared with State agency staff, providers, and/or participants)

Assessments are completed by ICAN partners. ICAN participants may receive assessments at several points during ICAN enrollment and participation. The expectation is for each assessment to build upon each other and not duplicate work for the participant or staff. Assessments are completed in a method best suited for the participant and partner, this can include in person, virtually, electronically, and paper forms.

Invest EAP Care Coordinators complete an intake assessment during ICAN enrollment. The assessment assists in determining immediate employment and support needs. Invest EAP case managers complete a robust psycho-social assessment and provide ongoing case management. Participants who choose not to connect to ICAN through Invest EAP will have assessments completed with their component partners to ensure appropriate placement in the partner's services and ICAN components.

Intake Assessment:

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The intake assessment a participant completes will depend on their first point of contact with ICAN. Participants who complete ESD ICAN orientation will be connected to Invest EAP for intake services including an intake assessment. This assessment will focus on determining the participant's work readiness and initial support needs. Participants who connect to ICAN at the partner agency level will have an intake assessment completed in accordance with the partner agencies program and components. The partner's intake assessment may be included in their comprehensive assessment.

Comprehensive Assessment:

Following the intake assessment participants will complete comprehensive assessments with their case manager and/or component partners. These assessments are an in-depth evaluation of employability skills, readiness to complete program requirements, employment goals, education and work history, identifying barriers to employment, and identifying need for participant reimbursements. Details in the comprehensive assessment can be updated as the participants move towards their employment goals.

Reach Up case managers provide initial assessments to determine eligibility and interest in ICAN services and components. If participants are referred to employment staff, those staff complete additional assessments to find appropriate components and ensure the participant is aware of reimbursements available to follow through on component activities. ICAN-RU participants receive assessments at their initial meeting and continue to receive assessments during ongoing participation. The expectation is that assessments are completed at least every 6 months, however, often occur monthly.

XII. Case Management Services

The State E&T program must provide case management services to all E&T participants. In accordance with 7 CFR 273.7(c)(6)(ii), State agencies are required to include specific information about the provision of case management services in the E&T State plan.

What types of E&T case management services will the State agency provide? *Check all that apply.*

- ☒ Comprehensive intake assessments
- ☒ Individualized Service Plans
- ☒ Progress monitoring
- ☒ Coordination with service providers
- ☒ Reassessment

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☐ Other. Please briefly describe: Click or tap here to enter text.

Describe how case management services are delivered in your State. For instance, in one model case management is provided by E&T specialists who provide assessments and other services after participants are referred to E&T. In other instances, case management is integrated into the component. If your State uses more than one model, describe the one or two most common ways of delivering case management services.

ESD refers ICAN participants to Invest EAP for case management services (care coordinator and case management). Participants can also choose to receive partner provided case management when they connect with a partner to enroll in ICAN. ICAN-RU customers receive case management from their Reach Up Case Manager at ESD.

Invest EAP Case Management Services

Invest EAP provides case management services to all ICAN participants not working with another ICAN partner. Case management services include case coordination, barrier screening, comprehensive intake assessments, individualized plans, component referral, and coordination with other service partners. Invest EAP will follow and support participants while they are enrolled in ICAN, including progress monitoring.

Partner Agency Case Management Services

Participants can connect with ICAN partners directly to be assessed and enrolled in the program. Partners can connect participants to Invest EAP case management through orientation or regional teams, however, participants have the choice to work with Invest EAP or solely with their component partner. When participants choose not to connect to Invest EAP for case management, the partner agency will act as the case manager.

ICAN-RU

ICAN-RU participants are assigned a Reach Up case manager upon Reach Up approval. The Reach Up case manager will remain the primary case manager for the family while they remain on Reach Up and participating in ICAN-RU. The case manager and family will work together to determine if their interests align with an ICAN component. If it does the case manager will make referrals to ICAN-RU partners to support them in their ICAN component. Reach Up case managers may also provide component services to ICAN-RU participants.

Using the table below, describe how E&T case managers coordinate with other staff and services. Coordination can involve tracking E&T participation, sharing information that may be relevant to participation in E&T (e.g. information related to good cause or a work exemption), and referral to additional services.

Communication/Coordination with:

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SNAP eligibility staff:	<p>ICAN Case Managers communicate details to eligibility staff via the ICAN coordinators at ESD. If information received by the ICAN coordinators needs to be reviewed by eligibility staff the ICAN coordinators will email pertinent information to the local office management group for follow up. Information that is typically shared using this method includes, but is not limited to:</p> <ul style="list-style-type: none"> • 3SVT, TANF and ICAN eligibility questions; • Employment status; and • Verification requirements. <p>ICAN-RU partners communicate with Reach Up Case Managers through ongoing check in meetings and email. Additionally, pertinent information is communicated through case notes. If information is exchanged that could impact benefit eligibility, the Reach Up Case Manager will notify eligibility staff.</p>
State E&T staff:	<p>ICAN Case Managers communicate/coordinate with state E&T Staff (ICAN coordinators) on an ongoing basis. This communication is done primarily through email but also includes monthly ICAN case manager meetings and one-on-one technical assistance. Information that is typically shared using this method includes, but is not limited to:</p> <ul style="list-style-type: none"> • Participant reimbursement questions and request; • Case management system assistance; • 3SVT, TANF and ICAN eligibility and enrollment questions; • Employment status; and • Verification requirements. <p>ICAN-RU partners communicate/coordinate with state E&T Staff (Reach Up Case Managers) on an ongoing basis. This communication is done primarily through email but also includes monthly or bi-weekly check ins. Information that is typically shared using this method includes, but is not limited to:</p> <ul style="list-style-type: none"> • Participant reimbursement questions and request; • Vermont Job Link Assistance; • 3SVT, TANF and ICAN eligibility and enrollment questions; • Employment status; and • Verification requirements. • Information that may require Reach Up Case Manager assistance, such as housing support.
Other E&T partners:	<p>ICAN Case Managers communicate/coordinate with other E&T providers in several ways.</p>

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	<ul style="list-style-type: none"> • Case coordinators at Invest EAP coordinate Regional ICAN Partner Meetings. • Case managers are the trigger for an employment team to be build around participants. • Case managers and Care Coordinators refer participants to other ICAN partners for component services. <p>ICAN-RU partners communicate and coordinate with other partners in several ways.</p> <ul style="list-style-type: none"> • ICAN-RU partners within the same agency attend regular agency team meetings. • All ICAN-RU partners have the opportunity to participate in ESD trainings and office hours. This allows them an opportunity to communicate with other E&T partners.
Community resources:	<p>ICAN Case Managers communicate/coordinate with community resources in several ways</p> <ul style="list-style-type: none"> • Referrals to component services provided by a community resources. • Coordinator of participant reimbursement (Braided Funding). • Referral to services outside of employment and training (i.e. mental health services). <p>ICAN-RU partners communicate/coordinate with community resources in several ways</p> <ul style="list-style-type: none"> • Referrals to component services provided by a community resource. • Referral to services outside of employment and training (i.e. mental health services). • Collaboration within the local Creative Workforce Solutions (CWS) team. The CWS team is designed to streamline and improve services to Vermont Agency of Human Services customers and employers across the state by offering consistent, coordinated workforce development in local communities.

Describe how the State agency will ensure E&T participants receive targeted case management services through an administrative process, per 7 CFR 273.7(c)(6)(ii).

Case Management services are targeted to participants according to the participant's needs and the partner's strengths. Assessments are completed with participants to determine their work readiness and eligibility for services to ensure that case

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management services can be tailored to the participant and ensuring prompt delivery of services.

The state oversees that E&T partners are providing targeted case management through ongoing communication with partners during regional meetings, partner meetings and provider calls. The Teaming Model that supports ICAN participants also ensures the individual is getting the services and case management they need and want from the most appropriate provider. ESD also reviews cases throughout the program year to ensure targeted case management and component services are being provided. These reviews are completed quarterly for all partners when they submit their program reports for review and in-depth reviews are completed for each individual requesting participant reimbursements.

The shared case management system and ongoing regional meetings also allows partners to effectively share information regarding an individual participant, allowing for a streamlined and targeted approach to services.

XIII. Conciliation Process (if applicable)

In accordance with 7 CFR 273.7(c)(3), State agencies have the option to offer a conciliation period to noncompliant E&T participants. The conciliation period provides mandatory E&T participants with an opportunity to comply before the State agency sends a notice of adverse action. The conciliation process is not a substitute for the determination of good cause when a client fails to comply.

Does the State agency offer a conciliation process?

☐ Yes (Complete the remainder of this section.)

☒ No (Skip to the next section.)

Describe the conciliation process and include a reference to State agency policy or directives.

What is the length of the conciliation period?

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XIV. Disqualification Policy for General Work Requirements

This section applies to the General Work Requirements, not just to E&T, and should be completed by all States, regardless of whether they operate a mandatory or voluntary E&T program.

All work registrants are subject to SNAP work requirements at 7 CFR 273.7(a). A nonexempt individual who refuses or fails to comply without good cause, as defined at 7 CFR 273.7(i)(2), (i)(3), and (i)(4), with SNAP work requirements will be disqualified and subject to State disqualification periods. Noncompliance with SNAP work requirements includes voluntarily quitting a job or reducing work hours below 30 hours a month, and failing to comply with SNAP E&T (if assigned by the State agency).

What period before application does the State agency use to determine voluntary quit and/or reduction in work effort without good cause per 7 CFR 273.7(j)(1)?

- ☐ 30 days
- ☒ 60 days
- ☐ Other: Click or tap here to enter text.

For all occurrences of non-compliance discussed below, must the individual also comply to receive benefits again?

- ☒ Yes
- ☐ No

For the first occurrence of non-compliance per 7 CFR 273.7(f)(2)(i), the individual will be disqualified until the later of:

- ☒ One month or until the individual complies, as determined by the State agency
- ☐ Up to 3 months

For the second occurrence of non-compliance per 7 CFR 273.7(f)(2)(ii), the individual will be disqualified until the later of:

- ☒ Three months or until the individual complies, as determined by the State agency
- ☐ Up to 6 months

For the third or subsequent occurrence per 7 CFR 273.7(f)(2)(iii), the individual will be disqualified until the later of:

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- ☒ Six months or until the individual complies, as determined by the State agency
- ☐ Time period greater than 6 months
- ☐ Permanently

The State agency will disqualify the:

- ☒ Ineligible individual only
- ☐ Entire household (if head of household is an ineligible individual) per 7 CFR 273.7(f)(5)(i)

XV. Good Cause

In accordance with 7 CFR 273.7(i), the State agency is responsible for determining good cause when a SNAP recipient fails or refuses to comply with SNAP work requirements. Since it is not possible for FNS to enumerate each individual situation that should or should not be considered good cause, the State agency must take into account the facts and circumstances, including information submitted by the employer and by the household member involved, in determining whether or not good cause exists.

Describe the State agency process to determine if a non-exempt individual has good cause for refusal or failure to comply with a SNAP work requirement. Include how the State agency reaches out to the SNAP participant, employers, and E&T providers (as applicable), as well as how many attempts are made to reach out to the SNAP participant for additional information.

When a 3SVT customer refuses or fails to comply with the 3SVT work requirement state agency staff will gather as much information about the situation to make a determination on good cause. This would include:

- Discussing the situation with the individual or household.
- Completing collateral calls for additional information from the employer, household or other source.
- Requesting additional verification from the household.

Each outreach attempt will occur once and the household is given 10 days to provide verification when they are send the verification request.

What is the State agency's criteria for good cause?

In Vermont work registrants have good cause for failing or refusing to comply with the 3SVT work requirements if:

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- There were circumstances beyond the registrant's control. **Examples** include, but are **not** limited to:
 - Illness of the work registrant or another household member requiring the registrant's presence
 - Household emergency
- The job was unsuitable. If jobs meets one of the following is can be considered unsuitable employment:
 - The wage offered is less than:
 - The applicable federal or Vermont Minimum Wage.
 - 80 percent of the federal minimum wage, if neither the federal nor Vermont minimum wage is applicable.
 - The job is on a piece-rate basis and the average hourly earnings are less than the hourly wage as defined above.
 - The person **must** join, resign from, or refrain from joining any legitimate labor organization to get or keep the job.
 - The job offered is at a site currently subject to a strike or lockout, **unless**:
 - the strike has been enjoined under Section 208 of the Labor-Management Relations Act (commonly known as the Taft-Hartley Act), or
 - an injunction has been issued under Section 10 of the Railway Labor Act.
 - Daily commuting time exceeds 2 hours a day, **not** including taking a child to and from childcare. **Note**: When a household move results in more than 2 hours commuting time, the job is unsuitable. This includes moves within the state as well as from state to state. This applies whether a person leaves a job before or after the move.
 - The distance to the place of employment is too far to walk, and neither public nor private transportation is available to get the person to the job site.
 - The person is physically or mentally unfit to perform the job.
 - The job is offered within the first 30 days of registration and is **not** in the person's major field of experience.
 - The working hours or nature of the job interferes with the person's religious observations, convictions, or beliefs.
- Discrimination by an employer based on:
 - age
 - race
 - sex
 - color
 - handicap
 - religious beliefs
 - national origin; or
 - political beliefs

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- Work demands or conditions make it unreasonable to continue employment, such as working without being paid on schedule.
- They accepted another job of at least 30 hours per week (or equivalent) or enrolled in school at least half-time.
- Another household member accepted a job or enrolled in school at least half-time in another county or state, causing the household to move.
- They are under age 60, retire, and the employer recognizes it as retirement.
- They accepted a job offer that provides at least 30 hours a week, or weekly earnings at least equal to [federal minimum wage](#) times 30 hours, and that job did **not** materialize or meet the hourly criteria or weekly earnings through no fault of their own.
- They leave a job that requires frequent moves, such as [Migrant Worker](#) or [Seasonal Farmworker](#).
- When adequate dependent care is reported as unavailable for children at least six and under 12, record that a partner could **not** be located and do **not** sanction for voluntary quit.
- The job quit does **not** meet the definition of voluntary [job quit](#) or [reduced work hours](#).
- Always consider all the facts when good cause is claimed.

Please describe the State agency's process to determine good cause if there is not an appropriate and available opening for an E&T participant.

If there is not an appropriate or available spot in ICAN for a participant the ICAN partner would email the ICAN coordinators details about the case. The ICAN coordinators would work with the local ESD office and ICAN regional team to determine if there are additional/other employment and training services available in the area that could support the participant in their employment goals. ESD would work with the ICAN partner and participant to connect them to appropriate services if they are interested in accessing those services.

For ICAN-RU participants, if there is not an appropriate or available spot in ICAN-RU for a participant then the case manager would support the participants employment and training goals outside of ICAN-RU.

XVI. Provider Determinations

In accordance with 7 CFR 273.7(c)(18) a State agency must ensure that E&T providers are informed of their authority and responsibility to determine if an individual is ill-suited for a particular E&T component.

Describe the process used by E&T providers to communicate provider determinations to the State agency.

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Partner agencies are responsible for determining if a participant is ill-suited for participation in their program. If a partner determination is made the partner must notify ESD within 10 days of the date the determination was made. The notification must include the reason for the partner determination and should include the partner's assessment of appropriate next steps for the participant. This is done by emailing the ICAN coordinators at ESD using the centralized email group.

Describe how the State agency notifies clients of a provider determination. Please include the timeframe for contacting clients after receiving a provider determination.

Once the partner determination is received at ESD the following steps will be completed:

1. ESD will notify the participants within 10 days of the partner determination. The notice will include:
 - Explanation of what a partner determination is
 - Details on the next Steps ESD will take
 - Confirmation that the participant is not being sanctioned
 - Time Limited rights and responsibilities as applicable
2. ESD will determine which of the following is most appropriate for the participant
 - Referral to another ICAN program
 - Referral to appropriate workforce partnerships
 - Reassess physical and mental fitness for work
 - Coordinate with other workforce programs as practical.

XVII. Participant Reimbursements

In accordance with 7 CFR 273.7(d)(4), State agencies are required to pay for or reimburse participants for expenses that are reasonable, necessary, and directly related to participation in E&T. State agencies may impose a maximum limit for reimbursement payments. If a State agency serves mandatory E&T participants, it must meet all costs associated with mandatory participation. If an individual's expenses exceed those reimbursements available by the State agency, the individual must be placed into a suitable component or must be exempted from mandatory E&T.

Table E.I. Estimates of Participant Reimbursements

<p>I. Estimated number of E&T participants to receive participant reimbursements. This is an unduplicated count. If an individual participates in more than one month, they would only be counted once.</p> <p><i>State agencies should take into consideration the number of mandatory E&T participants projected in</i></p>	<p>1250 (70% of Participants)</p>
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Table H – Estimated Participant Levels in the Excel Workbook, and the number of mandatory E&T participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.	
II. Estimated number of E&T participants to receive participant reimbursements per month. This is a duplicated count. This calculation can include the same individual who participates in more than one month.	130
III. Estimated budget for E&T participant reimbursements in upcoming FY.	\$466,626.92
IV. Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)	\$38,885.57
V. Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)	\$299.12

Participant Reimbursement Details

Complete the table below with information on each participant reimbursement offered/permitted by the State agency (do not indicate information for each provider). A description of each category is included below.

- **Allowable Participant Reimbursements.** Every State agency must include child care and transportation in this table, as well as other major categories of reimbursements (examples of categories include, but are not limited to: tools, test fees, books, uniforms, license fees, electronic devices, etc.). Mandatory States must meet all costs associated with participating in an E&T program, or else they must exempt individuals from E&T.
- **Participant Reimbursement Caps (optional).** States have the option to establish maximum levels (caps) for reimbursements available to individuals. Indicate any caps on the amount the State agency will provide for the participant reimbursement.
- **Who provides the participant reimbursements?** Indicate if the participant reimbursement is provided by the State agency, a provider, an intermediary, or some other entity. The State agency remains ultimately responsible for ensuring individuals receive participant reimbursements, even if it has contracted with another entity to provide them.
- **Method of disbursement.** Indicate if the participant receives the participant reimbursement *in advance* or as a *reimbursement*. Also indicate if the amount of the participant reimbursement is an *estimated amount* or the *actual amount*.

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Table E.II. Participant Reimbursement Details

The following table should be completed with details that reflect the State agency's policies on allowable reimbursements. If the response varies by E&T provider, include examples to illustrate this variation. Expenses must be listed in the State plan and approved by FNS to be allowable.

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
Automobile Insurance	N/A	ESD, VAL, Invest EAP	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Books	N/A	ESD, VAL, Invest EAP	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Clothing	\$300.00 per program year.	ESD, VAL, Invest EAP	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Course Registration Fees	N/A	ESD, VAL, Invest EAP	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Child Care Expenses	N/A	ESD, VAL, Invest EAP	EBT Card, Check or Vendor Payment

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			Reimbursement and advance payments allowed.
Driver's License Testing fee and standard license fee	Standard License \$65 per program year Enhanced License \$175 per program year.	ESD, VAL, Invest EAP	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Drug Tests	N/A	ESD, VAL, Invest EAP	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Fingerprinting	N/A	ESD, VAL, Invest EAP	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Housing and Utility Assistance	N/A	ESD, VAL, Invest EAP	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Loaner Laptops and hotspots	N/A	ESD, VAL, Invest EAP	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.

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Medical Services (including emergency dental work, inoculations, eye examinations, eye glasses)	N/A	ESD, VAL, Invest EAP	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Permits and Fees (union dues, test fees, Licensing and bonding fees, background checks, driving abstracts)	N/A	ESD, VAL, Invest EAP	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Personal Hygiene	N/A	ESD, VAL, Invest EAP	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Reasonable Accommodation Supplies	N/A	ESD, VAL, Invest EAP	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Student Activity Fees	N/A	ESD, VAL, Invest EAP	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Telephone or Telephone Minutes	N/A	ESD, VAL, Invest EAP	EBT Card, Check or Vendor Payment Reimbursement and advance

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			payments allowed.
Training Materials	N/A	ESD, VAL, Invest EAP	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Transportation Expenses (public transportation fare, gasoline, automobile repairs)	N/A	ESD, VAL, Invest EAP, Ascentria	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Work and Training Tools (equipment, tools, safety clothing, uniforms)	N/A	ESD, VAL, Invest EAP	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.

If providing dependent care, specify payment rates for child care reimbursements, established in accordance with the Child Care and Development Block Grant (CCDBG) and based on local market rate surveys. If alternative dependent care is provided by the State agency in lieu of reimbursement, describe these arrangements.

If a participant is ineligible for childcare through the Childcare Financial Assistance Program (CCFAP), but performs approved ICAN activities, ICAN partners can approve childcare services for the participant through a third party using the Vermont childcare subsidy rate schedule. The schedule of childcare must match the employment/training schedule. Proof of denial from CCFAP required.

Participants eligible for CCFAP with a family portion to pay may be eligible for reimbursement of their portion of the cost.

If dependent care agencies have a waiting list or otherwise cap the number of enrolled dependents, how will the State agency ensure E&T participants with dependent care needs receive dependent care?

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When a dependent care agency has a waitlist or otherwise caps enrollment, ICAN will work with the participant to determine the dependent care need and will work on alternative child care solutions. ICAN can provide participant reimbursements to alternative partners as the participant continues to engage in ICAN and is working towards securing long term child care.

XVIII. Work Registrant Data

The SNAP general work requirements are described at 7 CFR 273.7(a). Individuals who do not meet an exemption from the general work requirements, as listed in 7 CFR 273.7(b)(1), are subject to the general work requirement and must register for work. In accordance with 7 CFR 273.7(c)(10), the State agency must submit to FNS the number of work registrants in the State as of October 1st. This information is submitted on the first quarter E&T Program Activity Report.

Describe the process the State agency uses to count all work registrants in the State as of the first day of the new fiscal year (October 1). Please provide information about how data is pulled from the eligibility system. For instance, how work registrants are identified and how counting is conducted.

ESD has codes in the ACCESS system to identify work registrants and federal exemptions. The work registration code '02' identifies a participant as a work registrant. On October 1, the state counts all the 02s as of that day.

Describe measures taken to prevent duplicate counting.

To prevent duplicate counting for each month after (including October 2- October 31) the state selects all cases with a 02 that are new to the system and matches them with the months prior to make sure the application is new in the fiscal year.

XIX. Outcome Reporting Measures

National Reporting Measures

Table E.III. National Reporting Measures

Source <i>[Check the data source used for the national reporting measures. Check all that apply]</i>	Employment & Earnings Measures	Completion of Education of Training
Quarterly Wage Records (QWR)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
National Directory of New Hires (NDNH)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
State Information Management System (MIS). <i>Vermont Joblinks</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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Source <i>[Check the data source used for the national reporting measures. Check all that apply]</i>	Employment & Earnings Measures	Completion of Education of Training
Manual Follow-up with SNAP E&T Participants. <i>Answer follow-up question below.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Follow-up Surveys. <i>State agencies must complete the Random Sampling Plan section below, if follow-up surveys is used.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other - Describe source: Click or tap here to enter text.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

If a State MIS is used, please indicate the system (e.g., SNAP eligibility system, State's Department of Labor MIS).

The ESD eligibility system ACCESS is not used for national reporting measures. The VDOL system, VJL, is used for national reporting measures.

If a manual follow-up with SNAP E&T participants is conducted, describe the process for follow-up, including the contact method (e.g., verbal contact, email, or mail).

Follow up with ICAN participants is not conducted.

If a State agency is not using Quarterly Wage Records (QWR) as the source for the national measures, describe the State agency's plan to move toward using QWR including a timeline for completion.

N/A Vermont is using Quarterly Wage Records (QWR).

State Component Reporting Measures

Check all data sources used for the State-specific component measures.

- ☐ Quarterly Wage Records (QWR)
- ☐ National Directory of New Hires (NDNH)
- ☒ State Management Information System. *Vermont JobLinks*
- ☐ Manual follow-up with SNAP E&T Participants. *Answer follow-up question below.*
- ☐ Follow-up Surveys. *Answer follow-up question below.*

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If a State MIS is used, please indicate the system (e.g., SNAP eligibility system, State's Department of Labor MIS).

The ESD eligibility system ACCESS is not used for state-specific component measures. The VDOL case management system is used for state-specific component measure.

If a manual follow-up with SNAP E&T participants is conducted, describe the process for follow-up, including the contact method (e.g., verbal contact, email, or mail).

Follow up with ICAN participants is not completed.

If follow-up surveys are used, please describe the sample frame. This description must include source, availability, accuracy, completeness, components, location, form, frequency of updates and structure.

N/A

If follow-up surveys are used, please describe the sample selection. This description must include the method of sample selection, procedures for estimating caseload size, computation of sampling intervals and random starts, as appropriate, and a time schedule for each step in the sampling procedure.

N/A

Using the table below, indicate the outcome measure that will be used for each component that the State agency will offer that is intended to serve at least 100 participants in the FY. Explain in detail the methodology for acquiring the component data. Please ensure the component names listed here match the component names in the FNS-583 report and [Section G: Component Detail](#).

Table E.IV. Component Outcome Measures

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
Supervised Job Search	The number of participants who are employed in the first quarter after exiting E & T services.	<i>Numerator will include those participants who obtained employment after completing Supervised Job</i>

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Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
		<p><i>Search during the period of 10-1-21 to 9-30-22.</i></p> <p><i>Denominator will include the number of participants that participated in supervised job search during the period of 10-1-2021 to 9-30-2022.</i></p>
Job Search Training	The number of participants who are employed in the first quarter after exiting E&T services.	<p><i>Numerator will include those participants who obtained employment after completing Job Search Training during the period of 10-1-21 to 9-30-22.</i></p> <p><i>Denominator will include the number of participants that participated in job search training during the period of 10-1-2021 to 9-30-2022.</i></p>
Education <ul style="list-style-type: none"> • Basic/Foundationa I Skills Instruction (includes High School Equivalency • Career/Technical Education Programs or Other Vocational Training • English Language Acquisition • Integrated Education and Training 	The number of participants who receive certification from an educational entity, such as, but not limited to, vocational training, high school equivalency, English as a second language, adult basic education.	<p><i>Numerator will include those participants who obtained receive certification from an educational entity, such as, but not limited to, vocational training, high school equivalency, English as a second language, adult basic education after completing component during the period of 10-1-2021 to 9-30-2022</i></p> <p><i>Denominator will include the number of participants that participated in job search training during the period of 10-1-2021 to 9-30-2022.</i></p>

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Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
<ul style="list-style-type: none"> • Work Readiness Training 		
Work Experience <ul style="list-style-type: none"> • Work Activity • Internship • Pre-Apprenticeship/Apprenticeship • On the Job training • Work Based Learning – Job Shadow (Other) 	<p>The number of participants who gain employment in the first quarter after exiting E&T services.</p>	<p><i>Numerator will include those participants who obtained employment after completing Work Experience during the period of 10-1-21 to 9-30-22.</i></p> <p><i>Denominator will include the number of participants that participated in work experience during the period of 10-1-2021 to 9-30-2022.</i></p>
Job Retention	<p>The number of participants who retain employment for 90 days following participation in qualified job retention services under the SNAP E&T plan.</p>	<p><i>Numerator will include those participants who remained employed after 90 days following completing component during the period of 10-1-2021 to 9-30-2022</i></p> <p><i>Denominator will include the number of participants that participated in job retention during the period of 10-1-2021 to 9-30-2022.</i></p>

F. Pledge to Serve All At-Risk ABAWDs (if applicable)

The Act authorizes FNS to allocate \$20 million annually to State agencies that commit, or pledge, to ensuring the availability of education, training, or workfare opportunities

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that permit able-bodied adults without dependents (ABAWDs) to remain eligible beyond the 3-month time limit.

To be eligible for these additional funds (pledge funds), State agencies must pledge to offer and provide an opportunity in a work program that meets the participation requirements of 7 CFR 273.24 to every applicant and recipient who is in the last month of the 3-month time limit and not otherwise exempt. Individuals are exempt from the time limit if they meet an exception under 7 CFR 273.24(c), reside in an area covered by a waiver in accordance with 7 CFR 273.24(f), or who are exempted by the State under 7 CFR 273.24(g). ABAWDs who meet the criteria outlined in 7 CFR 273.7(d)(3)(i) are referred to as “at-risk” ABAWDs.

Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs?

☐ Yes (Complete the rest of this section.)

☒ No (Skip to Section G: Component Detail.)

Table F.I. Pledge Assurances

Check the box to indicate that the State agency understands and agrees to comply with the following provisions, per 7 CFR 273.7(d)(3).	Check Box
The State agency will use the pledge funds to defray the costs of offering every at-risk ABAWD a slot in a qualifying component.	<input type="checkbox"/>
The cost of serving at-risk ABAWDs is not an acceptable reason for failing to live up to the pledge. The State agency will make a slot available and the ABAWD must be served even if the State agency exhausts all of its 100 percent Federal funds and must use State funds.	<input type="checkbox"/>
While a participating State agency may use a portion of the additional funding to provide E&T services to ABAWDs who are not at-risk, the State agency guarantees that at-risk ABAWDs are provided with opportunities by the State agency <u>each month</u> to remain eligible beyond the 3-month time limit.	<input type="checkbox"/>
The State agency will notify FNS immediately if it realizes that it cannot obligate or expend its entire share of the ABAWD allocated funds, so that FNS may make those funds available to other participating pledge States within the fiscal year.	<input type="checkbox"/>
The State agency will be ready on October 1 st to offer and provide qualifying activities and services each month an ABAWD is at-risk of losing their benefits beyond the 3-month time limit.	<input type="checkbox"/>

Where will the State agency offer qualifying activities?

☐ Statewide

☐ Limited areas of the State (Complete questions c and d below.)

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Explain why the State agency will offer qualifying activities in limited areas of the State.

- ☐ ABAWD waiver for parts of the State
- ☐ Will use discretionary exemptions
- ☐ Other: Click or tap here to enter text.

If the State agency will be offering qualifying activities only in limited areas of the State, please list those localities/areas.

How does the State agency identify ABAWDs in the State eligibility system?

How does the State agency identify ABAWDs that are at-risk?

When and how is the offer of qualifying activities made? Include the process the State agency uses to ensure that at-risk ABAWDs receive an offer of a qualifying component for every month they are at risk, including how the offer is made.

The next set of questions is intended to establish the State agency's overall capacity and ability to serve all at-risk ABAWDs during the fiscal year through the services available in SNAP E&T as well as through other qualifying activities available through other Federal or State employment and training programs. In addition to SNAP E&T components, qualifying activities for ABAWDs include programs that operate outside of SNAP E&T. Such as Optional Workfare programs, WIOA title I programs, programs under Section 236 of the Trade Act of 1974, Veterans employment and training programs offered by the Department of Veterans Affairs or the Department of Labor, and Workforce Partnerships in accordance with 7 CFR 273.7(n).

What services and activities will be provided through SNAP E&T? (List the components and participant reimbursements.) This should be consistent with the components detailed in Section G, as well as Section E-XIV regarding participant reimbursements.

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What services and activities will be provided outside of SNAP E&T? (List the operating program, such as title 1 of WIOA, services and activities.)

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To pledge, State agencies must have capacity to offer a qualifying activity to every at-risk ABAWD for every month they are at-risk. What is the State agency's plan if more ABAWDs than expected choose to take advantage of the offer of a qualifying activity? For instance, how will the State agency ensure the availability of more slots? What steps has the State agency taken to guarantee a slot through agreements or other arrangements with providers?

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Table F.II. Information about the size of the ABAWD population

Question	Number
I. How many ABAWDs did you serve in E&T in the previous FY?	
II. How many SNAP recipients are expected to be ABAWDs this fiscal year? This should be an unduplicated count. If an individual is an ABAWD at any time during the fiscal year, they would be counted only once. Note: This should be consistent with the projected number of ABAWDs shown on Table H row 11 in the Excel Workbook.)	
III. How many ABAWDs will meet the criteria of an at-risk ABAWD? This should be an unduplicated count. If an individual is an at-risk ABAWD at any time during the fiscal year, they would be counted only once. (Note: This should be consistent with the projected number of at-risk ABAWDs shown on Table H row 14 in the Excel Workbook.)	
IV. Number of at-risk ABAWDs averaged monthly? This should be annual total from line (III) divided by 12.	

Table F.III. Available Qualifying Activities

When considering all the qualifying activities that the pledging State agency intends to offer to at-risk ABAWDs, provide a projected estimate for each category below.

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	Expected average monthly slots available to at-risk ABAWDs	Expected average monthly slots offered to at-risk ABAWDs	Expected monthly at-risk ABAWD participation for plan year
SNAP E&T			
All other programs outside of SNAP E&T			
Total slots across all qualifying activities			

Table F.IV. Estimated cost to fulfill the pledge

	Value
I. What is the projected total cost to serve all at-risk ABAWDs in your State?	
II. Of the total in (I), what is the total projected administrative costs of E&T?	
III. Of the total in (I), what is the total projected costs for participant reimbursements in E&T?	

Explain the methodology used to determine the total cost to fulfill the pledge.

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G. Component Detail

The goal of this section is to provide a comprehensive description of E&T program components and activities that the State agency will offer. A State agency's E&T program must include one or more of the following components: supervised job search; job search training; workfare; work experience or training; educational programs; self-employment activities; or job retention services. The State agency should ensure that the participation levels indicated in this section align with other sections of the State Plan, such as the projected participant levels in Section H – Estimated Participant Levels.

Complete the following questions for each component that the State agency intends to offer during the fiscal year.

I. Non-Education, Non-Work Components

Complete the tables below with information on each non-education, non-work component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Summary of the State guidelines implementing supervised job search (applies to SJS only).** This summary of the State guidelines, at a minimum, must describe: The criteria used by the State agency to approve locations for supervised job search, an explanation of why those criteria were chosen, and how the supervised job search component meets the requirements to directly supervise the activities of participants and track the timing and activities of participants.
- **Direct link (applies to SJS only).** Explain how the State agency will ensure that supervised job search activities will have a direct link to increasing the employment opportunities of individuals engaged in the activity (i.e. how the State agency will screen to ensure individuals referred to SJS are job ready and how the SJS program is tailored to employment opportunities in the community).
- **Description of the component (applies to JST, SET, and Workfare).** Provide a brief description of the activities and services.
 - **For JR Only:** Provide a summary of the activities and services. Include a description of how the State will ensure services are provided for no less 30 days and no more than 90 days.

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- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs

Table G.I. Non-Education, Non-Work Component Details: Supervised Job Search

Details	Supervised Job Search (SJS)
Summary of the State guidelines implementing SJS	<p>Supervised job search offers participants the opportunity to gain valuable job search skills and access resources that can increase successes during job seeking activities. Supervised Job Search activities include, but are not limited to, assisting with completing applications, online job applications/tests, providing leads to open positions using job market data and employer's needs, attending job fairs, advocating with employers on behalf of a participant and accompanying participants, as needed, to interview.</p> <p>The Supervised Job Search component will be offered by members of the employment teams and can be coordinated with the participant's ICAN or Reach Up case manager or ICAN-RU partner.</p> <p>ICAN locations for supervised job search were selected by ESD as approved locations. ICAN partners were selected based on the annual partner packets they submitted noting they would be offering the component to participants. ESD ensured that the partners identified where job search activities would be completed, how they will provide supervision and how the participants' time would be tracked. ICAN-RU partners were selected based upon their ability to provide coverage in at least one of our twelve district locations. ICAN-RU partners had previously demonstrated their ability to provide employment services through the TANF program and additionally, were able to establish which participants were eligible for ICAN-RU services by working closely with our ESD offices</p> <p>Supervised Job Search activities can be completed virtually, in person, in a group and one-on-one. Partners will work with participants to ensure they receive this component in a way that meets the participant's needs and allowed them to have access to the tools and materials needed to perform the supervised job search activity.</p> <p>The component is individualized to the participant but at a minimum participants will meet monthly with skilled</p>

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	<p>ICAN/ICAN-RU partner staff or community resource who will provide meaningful guidance and support surrounding job search activities.</p> <p>Documentation of Supervised Job Search activities will be kept in the participant's file and tracked in the case management system.</p>
Direct link	All ICAN/ICAN-RU partners complete assessments with participants. A crucial part of these assessments is to determine the participant's employment goals, interest and barriers to employment. Partners can then give participants specific labor market information and job leads that meet the participant's interest. The partner will work to target employment opportunities to the participant's interests and the local job area's needs.
Target population	All ICAN/ICAN-RU participants can participate in this component. It is not targeted to specific populations.
Criteria for participation	<p>Participants who want assistance getting a job can enroll. Through supervision and case management participants may be moved into other components or co-enrolled in other components to ensure job search activities are successful.</p> <p>Participants and case managers through assessments and ongoing case management determine if participants are suitable for supervised job search. Participants who want assistance getting a job can enroll. ICAN is individualized to the participant and as such the participant can identify themselves as ready for employment/job search because many participants' first goal at enrollment is to get a job. ICAN programing and case management helps participants achieve their goals and if a participant feels they are ready for SJS then the component can be provided. ICAN does not tell individuals what to do within the program, we support them in what they want to do and help them navigate employment services.</p> <p>Through supervision and case management participants may be moved into other components or co-enrolled in other components to ensure job search activities are successful.</p>

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	<p>Minimum Criteria to participate are dependent on the ICAN provider. Examples of component criteria includes:</p> <ul style="list-style-type: none"> • Wanting to work • Employment Age • Barriers to employment • High school diploma or GED
Geographic area	Statewide
E&T providers	The partners offering Supervised Job Search are VAL, VABIR, Invest EAP, LFC, NEKCA, and FCWC.
Projected annual participation	408
Estimated annual component costs	\$27,110.84

Table G.II. Non-Education, Non-Work Component Details: Job Search Training

Details	Job Search Training (JST)
Description of the component	<p>Job Search Training offers participants the opportunity to engage in activities and training that will enhance job readiness and provide skills necessary to succeed in finding and maintaining a job. Job Search training activities include, but are not limited to, career exploration, occupational assessments, setting goals, identifying work skills, resume and cover letter development, interview skills, job search/networking skills, employer follow up, phone interviews and job retention skills (soft skills, etc.). Activities can be completed virtually, in person, in a group setting and one-on-one.</p> <p>This component is very individualized for the participant; therefore, the employment team will meet the participant where they are. For example, if a participant is needing support in managing the stress and anxiety of job search/interviews, they will be referred to services to address the concern/issue.</p> <p>The Job Search Training component will be offered by members of the employment teams and can be</p>

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	<p>coordinated with the participant's ICAN or Reach Up case manager or ICAN-RU partner.</p> <p>Documentation of Job Search Training activities will be kept in the participant's file and tracked in the case management system.</p>
Target population	All ICAN/ICAN-RU participants can participate in this component. It is not targeted to specific populations.
Criteria for participation	<p>Participants and case managers through assessments and ongoing case management determine if participants are suitable for Job Search Training. This component is very individualized for the participant; therefore, the employment team will meet the participant where they are.</p> <p>Through supervision and case management participants may be moved into other components or co-enrolled in other components to ensure job search activities are successful.</p> <p>Minimum Criteria to participate are dependent on the ICAN provider. Examples of component criteria includes:</p> <ul style="list-style-type: none"> • Wanting to work • Employment Age • Barriers to employment • High school diploma or GED
Geographic area	Statewide
E&T providers	The partners offering Job Search Training are VAL, VABIR, Invest EAP, LFC, NEKCA, and FCWC.
Projected annual participation	745
Estimated annual component costs	\$57,874.83

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Table G.III. Non-Education, Non-Work Component Details: Job Retention

Details	Job Retention (JR)
Description of the component	<p>Job retention offers participants the ability to continue engagement with ICAN as they venture into employment. Job Retention activities include, but are not limited to, case management, employment coaching, continued education, participant reimbursements and supportive services.</p> <p>The Job Retention component will be offered by members of the employment teams and can be coordinated with the participant's ICAN or Reach Up case manager or ICAN-RU partner.</p> <p>Job retention will be offered for a minimum 30 days and a maximum 90 days to participants who gain employment following their participation in an ICAN/ICAN-RU component. Job retention is available for a maximum of 90 days per employment period following engagement/completion of an ICAN/ICAN-RU component other than job retention.</p> <p>During the initial 30 days of job retention partners will put a good faith effort into keeping the customer engaged with ICAN/ICAN-RU. This is done through the ICAN or Reach Up case manager or component provider.</p> <p>Documentation of Job retention activities will be kept in the participant's file and tracked in the case management system.</p>
Target population	All ICAN/ICAN-RU participants can participate in this component. It is not targeted to specific populations.
Criteria for participation	<p>Criteria for participation in Job retention are:</p> <ul style="list-style-type: none"> • Obtain employment; and • participated in another ICAN component in the month of or the month prior to enrollment in Job Retention.
Geographic area	Statewide
E&T providers	The partners offering Job Retention are VAL, VABIR, Invest EAP, LFC, NEKCA, and FCWC.

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Projected annual participation	128
Estimated annual component costs	\$9,997.71

Table G.IV. Non-Education, Non-Work Component Details: Self-Employment Training

Details	Self-Employment Training (SET)
Description of the component	<p>Self-Employment Training offers participants the ability to connect with business counselors and services to explore the operation, maintenance, and growth of a self-run business. Activities allowed within this component include, but are not limited to, classroom and one-on-one training addressing business practices, business plan development, financing, marketing, and other essentials to running a small business.</p> <p>The Self-employment training component is offered by members of the employment team and other community-based organizations. The component can be coordinated with the participant's ICAN or Reach Up case manager or ICAN-RU partner.</p> <p>Documentation of self-employment activities will be kept in the participants file and tracked in the case management system.</p>
Target population	All ICAN/ICAN-RU participants can participate in this component. It is not targeted to specific populations.
Criteria for participation	<p>Participants and case managers through assessments and ongoing case management determine if participants are suitable for self-employment training. ICAN is individualized to the participant and as such the participant can identify themselves as ready for a component.</p> <p>Therefore, it is through case management that participants and partners determine that a participant is not ready to be successful at a component. In this situation the partner would enrolling the participant in other compartments that would lead to employment success and possible future enrollment in self-employment training.</p>

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Geographic area	Statewide
E&T providers	Partners offering self-employment training are Invest EAP, VABIR (ICAN-RU only), VAL (ICAN-RU Only), NECKA, FCWC and LFC.
Projected annual participation	20
Estimated annual component costs	\$2,535.83

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II. Educational Programs

Complete the tables below with information on each educational program component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.
- **Not supplanting:** Federal E&T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&T program are not supplanting funds used for other existing education programs.
- **Cost parity:** If any of the educational services or activities are available to persons other than E&T participants, provide evidence that the costs charged to E&T do not exceed the costs charged for non-E&T participants (e.g. comparable tuition).

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Table G.VI. Educational Program Details: Basic/Foundational Skills Instruction

Details	Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)
Description of the component	<p>Basic and Foundational Skill Instruction offers participants the ability to engage and enroll in educational programs/institutions to gain skills and credentials geared towards their employment goals. Basic and foundational skill instruction activities can include, but are not limited to, training programs, certification, licensure, skill development, General Education Diploma (GED), or High School Completion Programs.</p> <p>The Basic and foundational skill instruction component will be offered by members of the employment team and community-based organizations. The component can be coordinated with the participant's ICAN or Reach Up case manager or ICAN-RU partner.</p> <p>Documentation of basic and foundational skill instruction activities will be kept in the participant's file and tracked in VJL.</p>
Target population	All ICAN/ICAN-RU participants can participate in this component. It is not targeted to specific populations.
Criteria for participation	Criteria for participation in Basic/Foundational Skills Instruction includes: Age 16+ without a high school diploma or someone with a high school diploma who lacks equivalent skills in reading, writing, math, digital literacy.
Geographic area	Statewide
E&T providers	Partners offering Basic/foundational skill instruction are VAL, Invest EAP, VABIR (ICAN-RU Only), NECKA, FCWC and LFC.
Projected annual participation	60
Estimated annual component costs	\$76,043.94
Not supplanting	SNAP E&T funds are not supplanting funds used for other existing education programs. SNAP E&T funds are utilized to either expand existing education programs to ICAN participants or to provide services to ICAN-RU participants. This includes securing spots for ICAN and/or

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	<p>ICAN-RU participants or expanding services to include additional supports to ICAN/ICAN-RU participants to ensure successes in education and employment activities.</p> <p>During annual planning partners provide details on the services and funding available for SNAP E&T, including details on cost supplanting. During the term year additional evidence regarding cost supplanting can be requested as necessary.</p>
Cost parity	Partners are reimbursed for their exact or actual costs expended to provide services under their ICAN or ICAN-RU Agreement, which is the billing practice utilized by partners for both E&T and non-E&T participants. ICAN Education partners with fee for services bill the same rates to both E&T and non-E&T participants; the factors that go into the development of each rate depends on the program/course topic, number of students, length of course, etc.

Table G.VII. Educational Program Details: Career/Technical Education Programs or other Vocational Training

Details	Career/Technical Education Programs or other Vocational Training (EPC)
Description of the component	<p>Career/Technical Education Programs or Vocational Training offers participant the ability to engage and enroll in post-secondary/adult educational programs to gain academic and technical knowledge and skills to prepare participants for future education and careers. Career/Technical Education Programs or Vocational Training activities can include, but are not limited to, training programs, certification, licensure, and skill development.</p> <p>Career/Technical Education Programs and other Vocational Training will be offered by members of the employment team, community-based organizations and can be coordinated with the participant's ICAN or Reach Up case manager or ICAN-RU partner.</p> <p>Documentation of component activities will be kept in the participants file and tracked in the case management system.</p>
Target population	All ICAN/ICAN-RU participants can participate in this component. It is not targeted to specific populations.

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Criteria for participation	<p>There are many different Vocational Education programs offered across the state and the criteria to participate in a specific program will vary. Participants, state agency staff, ICAN partner staff and Vocational Edu staff through assessments and ongoing case management will determine if participants meets a specific programs criteria.</p> <p>Criteria for participation can include</p> <ul style="list-style-type: none"> • Age 18+ • Possess basic literacy skills and speak English • Underemployed or unemployed • Able to meet low income requirements • Desire to work in a specific industry • Have the legal right to work in the U.S. • Able to commit to program. Physically able to stand and work for set number of hours, able to lift specific weight, able to perform frequent bending • Able to follow multi-step instructions in a fast-paced environment.
Geographic area	Statewide
E&T providers	Partners offering Career/Technical Education Programs or Vocational Training are Vermont Foodbank, Invest EAP, VAL (ICAN-RU Only), VABIR (ICAN-RU Only), NECKA, FCWC and LFC.
Projected annual participation	67
Estimated annual component costs	\$222,109.59
Not supplanting	<p>SNAP E&T funds are not supplanting funds used for other existing education programs. SNAP E&T funds are utilized to either expand existing education programs to ICAN participants or to provide services to ICAN-RU participants. This includes securing spots for ICAN and/or ICAN-RU participants or expanding services to include additional supports to ICAN/ICAN-RU participants to ensure successes in education and employment activities.</p> <p>During annual planning partners provide details on the services and funding available for SNAP E&T, including details on cost supplanting. During the term year additional evidence regarding cost supplanting can be requested as necessary.</p>

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Cost parity	Partners are reimbursed for their exact or actual costs expended to provide services under their ICAN or ICAN-RU Agreement, which is the billing practice utilized by partners for both E&T and non-E&T participants. ICAN Education partners with fee for services bill the same rates to both E&T and non-E&T participants; the factors that go into the development of each rate depends on the program/course topic, number of students, length of course, etc.
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Table G.VIII. Educational Program Details: English Language Acquisition

Details	English Language Acquisition (EPEL)
Description of the component	<p>English Language Acquisition offers non-English-speaking individuals the ability to learn and enhance their English language skills. Participants may also study citizenship skills for integration in community and employment in the United States.</p> <p>English Language Acquisition will be offered by members of the employment team, community-based organizations and can be coordinated with the participant's ICAN or Reach Up case manager or ICAN-RU partner.</p> <p>Documentation of English language acquisition activities will be kept in the participants file and tracked in the case management system.</p>
Target population	Targeting program for non-English speaking individuals eligible for ICAN/ICAN-RU.
Criteria for participation	Participant must be lacking in English language skills.
Geographic area	Statewide
E&T providers	The partners offering English language acquisition are VAL, VR-EAP, VABIR (ICAN-RU Only), NECKA, FCWC and LFC.
Projected annual participation	52
Estimated annual component costs	\$58,709.02

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Not supplanting	<p>SNAP E&T funds are not supplanting funds used for other existing education programs. SNAP E&T funds are utilized to either expand existing education programs to ICAN participants or to provide services to ICAN-RU participants. This includes securing spots for ICAN and/or ICAN-RU participants or expanding services to include additional supports to ICAN/ICAN-RU participants to ensure successes in education and employment activities.</p> <p>During annual planning partners provide details on the services and funding available for SNAP E&T, including details on cost supplanting. During the term year additional evidence regarding cost supplanting can be requested as necessary.</p>
Cost parity	<p>Partners are reimbursed for their exact or actual costs expended to provide services under their ICAN or ICAN-RU Agreement, which is the billing practice utilized by partners for both E&T and non-E&T participants. ICAN Education partners with fee for services bill the same rates to both E&T and non-E&T participants; the factors that go into the development of each rate depends on the program/course topic, number of students, length of course, etc.</p>

Table G.IX. Educational Program Details: Integrated Education and Training/Bridge Programs

Details	Integrated Education and Training/Bridge Programs (EPIE)
Description of the component	<p>Integrated Education and Training/Bridge Programs offer participants the ability to participate in education programs in conjunction with workforce activities and training geared towards specific occupations and skills.</p> <p>Integrated education and training/Bridge Programs will be offered by members of the employment team, community-based organizations and can be coordinated with the participant's ICAN or Reach Up case manager or ICAN-RU partner.</p> <p>Documentation of Integrated Education and Training/Bridge Program activities will be kept in the participants file and tracked in the case management system.</p>

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Target population	All ICAN/ICAN-RU participants can participate in this component. It is not targeted to specific populations.
Criteria for participation	<p>Participants and case managers through assessments and ongoing case management determine if participants are suitable for integrated education and Training/Bridge Programs. This component is very individualized for the participant; therefore, the employment team will meet the participant where they are.</p> <p>Through supervision and case management participants may be moved into other components or co-enrolled in other components to ensure job search activities are successful.</p> <p>Minimum Criteria to participate are dependent on the ICAN provider. Examples of component criteria includes:</p> <ul style="list-style-type: none"> • 16 years or older • Barriers to employment • High school diploma or GED
Geographic area	Statewide
E&T providers	The partners offering integrated education and training/Bridge programs are VAL, VR-EAP, VABIR (ICAN-RU Only), NECKA, FCWC and LFC.
Projected annual participation	54
Estimated annual component costs	\$61,700.82
Not supplanting	<p>SNAP E&T funds are not supplanting funds used for other existing education programs. SNAP E&T funds are utilized to either expand existing education programs to ICAN participants or to provide services to ICAN-RU participants. This includes securing spots for ICAN and/or ICAN-RU participants or expanding services to include additional supports to ICAN/ICAN-RU participants to ensure successes in education and employment activities.</p> <p>During annual planning partners provide details on the services and funding available for SNAP E&T, including details on cost supplanting. During the term year additional</p>

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	evidence regarding cost supplanting can be requested as necessary
Cost parity	Partners are reimbursed for their exact or actual costs expended to provide services under their ICAN or ICAN-RU Agreement, which is the billing practice utilized by partners for both E&T and non-E&T participants. ICAN Education partners with fee for services bill the same rates to both E&T and non-E&T participants; the factors that go into the development of each rate depends on the program/course topic, number of students, length of course, etc.

Table G.X. Educational Program Details: Work Readiness Training

Details	Work Readiness Training (EPWRT)
Description of the component	<p>Work Readiness Training offers participants the ability to participate in educational remedial services and work readiness training services that prepare participants for the workforce. Work readiness skills may include, but are not limited to, both foundational cognitive skills (i.e. reading for information, applied mathematics, locating information, problem-solving, and critical thinking) and non-cognitive or soft skills, which are defined as personal characteristics and behavioral skills that enhance an individual's interactions, job performance, and career prospects (i.e. adaptability, integrity, cooperation, and workplace discipline). Basic education and remedial education services are intended to correct or improve deficient skills in a specific subject such as basic math skills, and these services will have a focus on providing an individual with basic literacy equivalent to at least grade 8.9.</p> <p>Work Readiness Training will be offered by members of the employment team, community-based organizations and can be coordinated with the participant's ICAN or Reach Up case manager or ICAN-RU partner.</p> <p>Documentation of work readiness training activities will be kept in each participant's file and tracked in VJL.</p>
Target population	All ICAN/ICAN-RU participants can participate in this component. It is not targeted to specific populations.
Criteria for participation	There are no minimum criteria for participation; anyone that identifies as needing additional skills is eligible. Assessments, if required for a participation in a particular

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	EPWRT activity, can be completed by Reach Up Case Manager and/or ICAN-RU Employment Specialist or Job coach.
Geographic area	Statewide
E&T providers	Partners offering work readiness training are Invest EAP VAL, VABIR (ICAN-RU only), FCWC, LFC, and NEKCA
Projected annual participation	52
Estimated annual component costs	\$57,059.80
Not supplanting	<p>SNAP E&T funds are not supplanting funds used for other existing education programs. SNAP E&T funds are utilized to provide services to ICAN-RU participants. This includes securing spots for ICAN-RU participants or expanding services to include additional supports for ICAN-RU participants to ensure successes in education and employment activities.</p> <p>During annual planning partners provide details on the services and funding available for SNAP E&T, including details on cost supplanting. During the term year additional evidence regarding cost supplanting can be requested as necessary.</p>
Cost parity	Partners are reimbursed for their exact or actual costs expended to provide services under their ICAN or ICAN-RU Agreement, which is the billing practice utilized by partners for both E&T and non-E&T participants. ICAN Education partners with fee for services bill the same rates to both E&T and non-E&T participants; the factors that go into the development of each rate depends on the program/course topic, number of students, length of course, etc.

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III. Work Experience (WE)

Work experience is divided into two subcomponents per 7 CFR 273.7(e)(2)(iv): Work activity (WA) and Work-based learning (WBL). WBL activities like internships, apprenticeships, and on-the-job training, among others, may provide wages subsidized by the E&T program. In order to capture information about WBL activities that may be subsidized or unsubsidized by E&T, there are two sets of tables below for each kind of WBL activity – the first group of tables are for activities not subsidized by E&T (e.g. Work-based learning – Internships) and the second group of tables are for activities subsidized by E&T (e.g. Work-based learning – Internships - Subsidized by E&T). Note that subsidized means programs where E&T funding is used to subsidize wages of participants. Subsidized in this context does not mean programs where participants receive a subsidized wage from another source.

Work Activity and Unsubsidized WBL Components

Complete the tables below with information on Work Activity and each unsubsidized WBL component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.

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Table G.XII. Work Experience: Work Activity

Details	Work Activity (WA)
Description of the component	<p>Work Activity offers participants the ability to complete training at area non-profit or for-profit businesses. These placements are temporary opportunity that provide exposure to work environments and allow participants to develop a particular skill or set of skills necessary for employment</p> <p>Work Activities are offered by the employment team and other community-based organizations. The component can be coordinated with the participant's ICAN or Reach Up case manager or ICAN-RU partner.</p> <p>ICAN/ICAN-RU partners will work with local worksites to develop worksite agreements that outline requirements for working conditions and participation. Partners will also screen participants for placement in a Work Activity and the placement will be tailored to the participant's needs and goals.</p> <p>Documentation of work experience activities will be kept in the participant's file and tracked in the case management system.</p>
Target population	All ICAN/ICAN-RU participants can participate in this component. It is not targeted to specific populations.
Criteria for participation	<p>Minimum criteria for participation in this component is individualized to the program and could include:</p> <ul style="list-style-type: none"> • 16 year or older • Want to work • Barriers to employment • High school diploma or GED
Geographic area	Statewide
E&T providers	Partners offering work activities are VABIR, Invest EAP, VAL (ICAN-RU only), NECKA, FCWC, and LFC.
Projected annual participation	40
Estimated annual component costs	\$41,899.39

Table G.XIII. Work Experience: Internship

Details	Internship (WBLI)
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Description of the component	<p>Internships offer participants the ability to complete training and skill building with local employers. Placements can be short or long term in a work setting where participants obtain specific training and skills needed for specific jobs and/or employers. The skills and knowledge gained will become part of the participant's resume.</p> <p>Internships are offered by the employment team and other community-based organizations. The component can be coordinated with the participant's ICAN or Reach Up case manager or ICAN-RU partner.</p> <p>ICAN/ICAN-RU partners will work with local worksites to develop worksite agreements that outline requirements for working conditions and participation. Partners will also screen participants for placement in a Work Activity and the placement will be tailored to the participant's needs and goals.</p> <p>Documentation of internship activities will be kept in the participant's file and tracked in VJL.</p>
Target population	All ICAN/ICAN-RU participants can participate in this component. It is not targeted to specific populations.
Criteria for participation	<p>Participants and case managers through assessments and ongoing case management determine if participants are suitable for participation in an Internship. This component is individualized for the participant; therefore, the employment team will meet the participant where they are.</p> <p>Through supervision and case management participants may be moved into other components or co-enrolled in other components to ensure work experience activities are successful.</p> <p>Minimum Criteria to participate are dependent on the ICAN provider. Examples of component criteria includes:</p> <ul style="list-style-type: none"> • 16 year or older • Want to work • Barriers to employment • High school diploma or GED
Geographic area	Statewide
E&T providers	Partners offering Internship are VABIR, Invest EAP, VAL, NECKA, FCWC, and LFC.

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Projected annual participation	41
Estimated annual component costs	\$44,219.91

Table G.XIV. Work Experience: Pre-Apprenticeship

Details	Apprenticeship (WBLA)/Pre-Apprenticeship (WBLPA)
Description of the component	<p>Pre-Apprenticeship/Apprenticeship offers participants the ability to develop knowledge and skills in a variety of occupations with higher growth and higher paying employers.</p> <p>Pre-Apprenticeship/Apprenticeships are offered by members of the employment team and other community-based organizations. The component can be coordinated with the participant's ICAN or Reach Up case manager or ICAN-RU partner.</p> <p>ICAN/ICAN-RU partners will work with local worksites to develop worksite agreements that outline requirements for working conditions and participation. Partners will also screen participants for placement in a pre-apprenticeship/Apprenticeship and the placement will be tailored to the participant's needs and goals.</p> <p>ICAN Participants who meets eligibility for VDOL services will be referred to VDOL by their ICAN Case Manager for VDOL services including accredited apprenticeship opportunities.</p> <p>Documentation of Pre-Apprenticeship/Apprenticeship activities will be kept in the participant's file and tracked in the case management system.</p>
Target population	All ICAN/ICAN-RU participants can participate in this component. It is not targeted to specific populations.
Criteria for participation	<p>Participants and case managers through assessments and ongoing case management determine if participants are suitable for participation in an Apprenticeship/Pre-Apprenticeship. This component is individualized for the participant; therefore, the employment team will meet the participant where they are.</p> <p>Through supervision and case management participants may be moved into other components or co-enrolled in other components to ensure work experience activities are successful.</p> <p>Minimum Criteria to participate are dependent on the ICAN provider. Examples of component criteria includes:</p> <ul style="list-style-type: none"> • 16 year or older

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	<ul style="list-style-type: none">• Want to work• Barriers to employment• High school diploma or GED
Geographic area	Statewide
E&T providers	Partners offering pre-apprenticeship/ apprenticeship are VABIR, Invest EAP, VAL (ICAN-RU only), NECKA, FCWC, and LFC.
Projected annual participation	39
Estimated annual component costs	\$41,228.11

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Table G.XVI. Work Experience: On-the-Job Training

Details	On-the-Job-Training (WBLOJT)
Description of the component	<p>On-the-Job Training offers participants the ability train in a business setting for specific employer needs. The positions are paid.</p> <p>On-the-job training is offered by members of the employment team and other community-based organizations. The component can be coordinated with the participant's ICAN or Reach Up case manager or ICAN-RU partner.</p> <p>ICAN/ICAN-RU partners will work with local worksites to develop worksite agreements that outline requirements for working conditions and participation. Partners will also screen participants for placement in a on-the-job training and the placement will be tailored to the participant's needs and goals.</p> <p>Documentation of work experience activities will be kept in the participant's file and tracked in the case management system.</p>
Target population	All ICAN/ICAN-RU participants can participate in this component. It is not targeted to specific populations.
Criteria for participation	<p>Participants and case managers through assessments and ongoing case management determine if participants are suitable for participation in an On-the-Job Training. This component is individualized for the participant; therefore, the employment team will meet the participant where they are.</p> <p>Through supervision and case management participants may be moved into other components or co-enrolled in other components to ensure work experience activities are successful.</p> <p>Minimum Criteria to participate are dependent on the ICAN provider. Examples of component criteria includes:</p> <ul style="list-style-type: none"> • 16 year or older • Want to work • Barriers to employment • High school diploma or GED
Geographic area	Statewide

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E&T providers	Partners offering on-the-job training are VABIR, Invest EAP, VAL (ICAN-RU only), NECKA, FCWC, and LFC.
Projected annual participation	40
Estimated annual component costs	\$41,899.39

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Table G.XVIII. Work Experience: Work-based learning - Other

Details	Work-based learning - Other (WBLO): Job Shadows/Tryouts
Description of the component	<p>Job Shadow/tryouts offer participants short term employer and career exploration opportunities where they can meet employers, explore potential career interests, and can determine if the participant may be a good fit for the employer.</p> <p>Job Shadow/tryouts are offered by members of the employment team and other community-based organizations. The component can be coordinated with the participant's ICAN or Reach up case manager or ICAN-RU partner.</p> <p>ICAN/ICAN-RU partners will work with local worksites to develop worksite agreements that outline requirements for working conditions and participation. Partners will also screen participants for placement in Job shadows/tryouts and the placement will be tailored to the participant's needs and goals.</p> <p>Documentation of Job Shadow/tryout activities will be kept in the participant's file and tracked in the case management system.</p>
Target population	All ICAN/ICAN-RU participants can participate in this component. It is not targeted to specific populations.
Criteria for participation	When assessing participants for enrollment in a component case managers and component partners will assess the participant's employment goals and barriers. It is during these assessments that a participant's limitations in relation to a field of interest would be determined. A job Shadow/Tryout would take limitation into consideration and thus there is no set criteria for participation. The partner, participant and employer will work together for the participant.
Geographic area	Statewide
E&T providers	Partners offering Job Shadows/Tryouts are VABIR, Invest EAP, VAL (ICAN-RU only), NECKA, FCWC, and LFC.
Projected annual participation	39
Estimated annual component costs	\$41,228.11

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H. Estimated Participant Levels

Complete the Estimated Participant Levels sheet in the Excel Workbook projecting participation in E&T for the upcoming Federal FY. Use the numbers in the Excel Workbook as a reference to answer the question below.

If less than 20% of E&T participants are expected to receive participant reimbursements, please provide an explanation.

N/A

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I. Contracts/Partnerships

For each partner/contractor that receives more than 10% of the E&T operating budget, complete the table below. If all partners receive less than 10% of the budget, provide the information in the table for the five providers who receive the largest total amount of E&T funding. Partners are the entities that the State agency has contracted with or has agreements (MOUs or MOUAs) with for the delivery of E&T services. All partner contracts must be available for inspection by FNS as requested. (Note: All E&T partners and contracts will be included in the Contract and Partnership Matrix in the Operating Budget Excel Workbook.)

Table I.I. Contractor/Partner Details

Contract or Partner Name:	Department of Disabilities, Aging and Independent Living (DAIL) – Vocational Rehabilitation (HireAbility VT) and The Employee Assistance Program (EAP)
Service Overview:	<p>Invest EAP will provide case coordination and case management to ICAN participants.</p> <p>Case Coordination: Invest EAP care coordinators will provide case coordination to 3SVT recipients directly referred to ICAN from ESD. A Care Coordinator will assist participants in finalizing ICAN enrollment and will complete an initial assessment with participants to determine work readiness, including collecting general information about demographics, educational attainment, basic skills, literacy, work experience, and barriers to work, such as disabilities, criminal background, family composition, housing circumstances, childcare needs, and transportation needs. The ICAN Care Coordinators will refer customers to an Invest EAP specialist for ongoing case management.</p> <p>The Care Coordinator is also responsible for the coordination of services for all ICAN participants and partners. The Care Coordinator will organize, at a minimum, monthly regional team meetings where all local ICAN partners and, as appropriate, participants and other CBOs will meet to discuss cases and services within the region. The Care Coordinator can act as the local contact for ICAN partners to connect a participant to additional resources and referrals. All ICAN partners will ensure participants complete a release of information (ROI) so their ICAN participation can be reviewed at regional meetings.</p> <p>Case Management:</p>

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Contract or Partner Name:	Department of Disabilities, Aging and Independent Living (DAIL) – Vocational Rehabilitation (HireAbility VT) and The Employee Assistance Program (EAP)
	<p>Invest EAP will provide case management to ICAN participants.</p> <p>Case management will include:</p> <ul style="list-style-type: none"> • completing appropriate assessments, • enrolling participants in ICAN using the case management system, • creating individualized service plans, • providing component details and assignments, • reviewing and verifying participant reimbursement needs, • completing referrals to appropriate ICAN partners and community-based organizations (CBO), and, • bringing cases to regional team meetings, as necessary. <p>ICAN participants will additionally have access to component services provided by Invest EAP and HireAbility VT outside of this ICAN case coordination and case management agreement through referrals directly to other Invest EAP or HireAbility VT programs, which are funded by Invest EAP and HireAbility VT using other federal funds.</p>
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	<ul style="list-style-type: none"> • Supervised Job Search • Job Search Training • Self-Employment Training • Education - Basic/Foundational Skills Instruction (includes High School Equivalency) • Education – Vocational Training • Education - English Language Acquisition • Education - Integrated Education and Training • Work Experience – Work Activities • Work Experience – Internship • Work Experience – Pre-Apprenticeship/Apprenticeship • Work Experience – On the Job training • Work Experience – Work Based Learning (Other) – Job Shadows • Job Retention
Credentials Offered:	None
Participant Reimbursements Offered:	Partner does not have identified funds available for participant reimbursements. They can request Participant Reimbursement Funds be issued from ESD.

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Contract or Partner Name:	Department of Disabilities, Aging and Independent Living (DAIL) – Vocational Rehabilitation (HireAbility VT) and The Employee Assistance Program (EAP)
Location:	Statewide
Target Population:	ICAN Participants
Monitoring of contractor:	<ul style="list-style-type: none"> • Grant Monitoring Checklist (Site Visits and/or Source Documentation Reviews) • Quarterly Program Reports • Financial Reports
Ongoing communication with contractor:	<ul style="list-style-type: none"> • Technical Assistance Calls • Monthly Partner Meetings • ICAN Field Staff Calls – Every Other Month • Monthly Invest EAP Case Management Meeting • Email communication
Total Cost of Agreement:	Total: \$520,677.80 \$125,357 (100% Federal Funds) \$197,660.40 (50/50 Federal) \$197,660.40 (50/50 State)
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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Table I.II. Contractor/Partner Details

Contract or Partner Name:	Vermont Department of Labor (VDOL)
Service Overview:	<p>VDOL operates and maintains the case management utilized by ICAN/ICAN-RU. The current system utilized is Vermont Joblink (VJL). This system could change during FFY23. VDOL would still be responsible for the operation and maintenance of any new case management system that is implemented.</p> <p>ICAN utilizes the case management system to track ICAN participants, measures, and outcomes. All ICAN/ICAN-RU partners have access to the system to enter participant data. VDOL provides ongoing support to ESD and all partners, this support includes new user setup, training, system enhancements, technical support, and data extraction for quarterly and annual reports.</p> <p>ICAN participants will additionally have access to component services provided by VDOL outside of this ICAN agreement through referrals from Invest EAP to VDOL services, which are funded by VDOL using other federal funds. These component services will include Supervised Job Search, Job Search Training, Education, Work Experience, and Job Retention.</p>
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	<p>Component services provided by VDOL are funded using other federal funds and are not funded by SNAP E&T. Components provided by VDOL align with the components supported by Invest EAP.</p> <ul style="list-style-type: none"> • Supervised Job Search • Job Search Training • Self-Employment Training • Education - Basic/Foundational Skills Instruction (includes High School Equivalency) • Education – Vocational Training • Education - English Language Acquisition • Education - Integrated Education and Training • Work Experience – Work Activities • Work Experience – Internship • Work Experience – Pre-Apprenticeship/Apprenticeship • Work Experience – On the Job training • Work Experience – Work Based Learning (Other) – Job Shadows • Job Retention
Credentials Offered:	None

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Contract or Partner Name:	Vermont Department of Labor (VDOL)
Participant Reimbursements Offered:	Partner does not have identified funds available for participant reimbursements. They can request Participant Reimbursement Funds be issued from ESD.
Location:	Statewide
Target Population:	Supporting ESD, ICAN and ICAN-RU partners.
Monitoring of contractor:	<ul style="list-style-type: none"> • Grant Monitoring Checklist (Site Visits and/or Source Documentation Reviews) • Quarterly 583 Report • Financial Reports
Ongoing communication with contractor:	<ul style="list-style-type: none"> • Technical Assistance Calls • Monthly Partner Meetings • ICAN Field Staff Calls – Every Other Month • Email communication
Total Cost of Agreement:	Total: \$142,303.76 \$2,000 (100% Federal Funds) \$70,151.88 (50/50 Federal Funds) \$70,151.88 (50/50 State Funds)
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.III. Contractor/Partner Details

Contract or Partner Name:	Vermont Association of Business Industry and Rehabilitation (VABIR)
Service Overview:	<p>VABIR assists Vermonters who face barriers to employment in finding gainful employment through training and supports. VABIR tailors trainings and technical assistance to participants and employers. VABIR works with participants who struggle with barriers to traditional employment such as childcare, transportation, disabilities, low education/literacy levels and/or criminal records. VABIR works with private sector employers, organizations and professionals who are searching for qualified applicants.</p> <p>VABIR will assist participants in gaining skills and accessing trainings needed to obtain and maintain competitive employment. They will also act as a liaison between private sector employment and skilled workers. VABIR staff will provide specific labor market information and job leads that meets an ICAN participant's interests. VABIR will provide</p>

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Contract or Partner Name:	Vermont Association of Business Industry and Rehabilitation (VABIR)
	<p>component services along with specialized case management to ICAN participants.</p> <p>Through individualized services VABIR will work with participants to assess what job interests they have, develop skills to achieve employment, complete career interest assessments, set up job shadow opportunities, and set up short- or long-term work experience opportunities. VABIR will also work with participants on resume/cover letter building, completing job applications, practicing interview skills and soft skills by completing mock or informational interview and company tours. VABIR programing includes trainings in groups or one-on-one.</p>
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	<ul style="list-style-type: none"> • Supervised Job Search • Job Search Training • Work Experience – Work Activities • Work Experience – Internship • Work Experience – Pre-Apprenticeship/Apprenticeship • Work Experience – On the Job training • Work Experience – Work Based Learning – Job Shadows(Other) • Job Retention
Credentials Offered:	None
Participant Reimbursements Offered:	Partner does not have identified funds available for participant reimbursements. They can request Participant Reimbursement Funds be issued from ESD.
Location:	Statewide
Target Population:	ICAN participants with high barriers to employment.
Monitoring of contractor:	<ul style="list-style-type: none"> • Grant Monitoring Checklist (Site Visits and/or Source Documentation Reviews) • Quarterly 583 Report • Financial Reports
Ongoing communication with contractor:	<ul style="list-style-type: none"> • Technical Assistance Calls • Monthly Partner Meetings • ICAN Field Staff Calls – Every Other Month • Email communication
Total Cost of Agreement:	<p>Total: \$99,237.00</p> <p>\$2,000 (100% Federal Funds)</p> <p>\$48,618.50 (50/50 Federal Funds)</p> <p>\$48,618.50 (50/50 VABIR Funds)</p>

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Contract or Partner Name:	Vermont Association of Business Industry and Rehabilitation (VABIR)
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.IV. Contractor/Partner Details

Contract or Partner Name:	Vermont Adult Learning (VAL)
Service Overview:	<p>Vermont Adult Learning provides enhanced educational services to ICAN participants sixteen years and older. VAL's mission is to provide necessary skills to students so they can successfully transition to employment or post-secondary education.</p> <p>VAL provides enhanced services to ICAN participants enrolled in their adult education and literacy education programs. The programs can include:</p> <ul style="list-style-type: none"> • Adult Basic Education • Adult Secondary Education • English for Speakers of Other Languages (ESOL) • High School Equivalency • Integrated Education and Training (IET) <p>Education Advisors assigned by VAL provide participants case management, coordination of services, coaching and counseling.</p> <p>Enhanced services include supervised job search, job search training, internships and job retention. VAL also provides loaner laptop services to eligible ICAN participants.</p> <p>Supervised job search and job search training will include the development of a career plan (to include career exploration and occupational assessment), as well as classes and one-on-one advising around:</p> <ul style="list-style-type: none"> • job seeking techniques, • job search motivation, • interview skills, • self-confidence, • transferable/soft skills, • resume building, • executive function and • other self-improvement training. <p>VAL's internships are integrated into VAL's Integrated Education and Training (IET) program Energy Works. Energy Works students will participant in one of the following tracks; weatherization, heat pump installation</p>

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Contract or Partner Name:	Vermont Adult Learning (VAL)
	<p>or solar panel installation during program participation. The program will include collaborations with area technical education centers and community-based organizations.</p> <p>Job retention provides post-employment coaching and support services for at least 30 days for participants who secure a job.</p>
Intermediary:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	<ul style="list-style-type: none"> • Supervised Job Search • Job Search Training • Work Experience – Internship • Education - Basic/Foundational Skills Instruction (includes High School Equivalency) • Education - English Language Acquisition • Education - Integrated Education and Training • Education – Work Readiness Training • Job Retention
Credentials Offered:	<p>Credentials are built into participants' personalized learning plans and will vary greatly depending on the student's career and educational goals. Common credentials offered by VAL include:</p> <ul style="list-style-type: none"> • High school diplomas • GEDs • CDL • LNA • ServSafe • CPR
Participant Reimbursements Offered:	Transportation, Dependent Care and Other
Location:	<p>Job Search, Education and Job Retention components - Addison, Chittenden, Franklin, Grand Isle, Rutland, Windham and Windsor Counties.</p> <p>Work Experience – Rutland, Franklin, Grand Isle and Chittenden Counties.</p> <p>Participants living outside of these areas and looking for services can access them if they are willing to travel or they can be referred to other another adult education partner in their area.</p>

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Contract or Partner Name:	Vermont Adult Learning (VAL)
Target Population:	ICAN participants at least age 16 without a high school diploma OR ICAN participants with a high school diploma who lack equivalent skills in reading, writing, math, digital literacy, etc.
Monitoring of contractor:	<ul style="list-style-type: none"> • Grant Monitoring Checklist (Site Visits and/or Source Documentation Reviews) • Quarterly 583 Report • Financial Reports
Ongoing communication with contractor:	<ul style="list-style-type: none"> • Technical Assistance Calls • Monthly Partner Meetings • ICAN Field Staff Calls – Every Other Month • Email communication
Total Cost of Agreement:	Total: \$74,913.35 \$2,000 (100% Federal Funds) \$36,456.67 (50/50 Federal Funds) \$36,456.68 (50/50 VAL Funds)
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.V. Contractor/Partner Details

Contract or Partner Name:	Vermont Foodbank
Service Overview:	<p>Vermont Foodbank is an intermediary for Capstone Community Action and Feeding Chittenden to administer the Community Kitchen Academy (CKA). CKA is a job training program that prepares underemployed and unemployed Vermonters for careers in the food service industry.</p> <p>Community Kitchen Academy (CKA) students receive hands-on instructions and college-level academic work during the 9-week training program (270 hours of educational content). Participants work in a high-volume production kitchen, which includes 7 hours of instruction and production daily. During the program students develop and apply new skills by rescuing food that would otherwise be wasted from grocery stores, restaurants, farms and food service companies. They work with instructors and utilize the latest in commercial tools and equipment to transform food and create meals that are then distributed through food shelves and meal sites. Services are</p>

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Contract or Partner Name:	Vermont Foodbank
	<p>primarily offered in person in a classroom kitchen. This may be supplemented with online learning and community-based learning and field trips. Post-graduation, CKA students can stay in contact with the chef instructors for support, job referrals, and problem solving. CKA will also complete post-graduation check-ins to track employment status. Additionally, CKA graduates can receive nine college-level academic transfer credits from the Vermont State College of External Programs.</p> <p>The CKA includes the following:</p> <ul style="list-style-type: none"> • ServSafe certification training. • Extensive knife skills experience. • Recipe comprehension, conversion, measurement, and execution. • Organize mise en place and prioritize production lists. • Hands-on knowledge of vegetable cookery, soups, sauces and salad making. • Basic meat handling and cooking techniques. • Fundamentals of baking. • Breakfast, a la carte, and banquet production. • Career and professional development including time management, organization, prioritization, team building, financial literacy, conflict resolution, etc.
Intermediary:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	<ul style="list-style-type: none"> • Education – Vocational Training
Credentials Offered:	<p>ServSafe Certification</p> <p>Vermont Department of Liquor and Lottery, Division of Liquor Control First Class Seminar Certification</p>
Participant Reimbursements Offered:	Partner does not have identified funds available for participant reimbursements. They can request Participant Reimbursement Funds be issued from ESD.
Location:	Burlington and Barre Area. Participants living outside of these areas and want to enroll in CKA can if they are willing to travel.
Target Population:	All ICAN Participants.
Monitoring of contractor:	<ul style="list-style-type: none"> • Grant Monitoring Checklist (Site Visits and/or Source Documentation Reviews) • Quarterly 583 Report • Financial Reports

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Contract or Partner Name:	Vermont Foodbank
Ongoing communication with contractor:	<ul style="list-style-type: none"> • Technical Assistance Calls • Monthly Partner Meetings • ICAN Field Staff Calls – Every Other Month • Email communication
Total Cost of Agreement:	Total \$169,690.82 \$84,845.41 (50/50 Federal Funds) \$84,845.41 (50/50 Vermont Foodbank Funds)
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.VI. Contractor/Partner Details

Contract or Partner Name:	ICAN-RU Vermont Adult Learning (VAL)
Service Overview:	<p>VAL provides employment services and supports to assist Vermonters enrolled in ICAN-RU with their efforts to address barriers and gain job skills, training, and employment</p> <p>VAL provides consultation and assessment around employment, coordination of employer outreach, job development, and placement services. Employment services include employer outreach, the development and provision of employment and progressive employment opportunities, and facilitation and/or support of participant placement into work and work-related activities.</p> <p>These employment services shall help participants overcome barriers to maintain meaningful work experiences that have the potential to lead to paid employment and financial stability. VAL's coordinated employer outreach and employment services to participants shall assist participants' transitions from public assistance to employment.</p>
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	<ul style="list-style-type: none"> • Supervised Job Search • Job Search Training • Self-Employment Training • Job Retention • Education - Basic/Foundational Skills Instruction (includes High School Equivalency) • Education – Vocational Training

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Contract or Partner Name:	ICAN-RU Vermont Adult Learning (VAL)
	<ul style="list-style-type: none"> • Education - English Language Acquisition • Education - Integrated Education and Training • Education – Work Readiness Training • Work Experience – Work Activities • Work Experience – Internship • Work Experience – Pre-Apprenticeship/Apprenticeship • Work Experience – On the Job training • Work Experience – Work Based Learning (Other) – Job Shadows
Credentials Offered:	None
Participant Reimbursements Offered:	Support Services through Reach Up are requested through the Reach Up Case Manager. The request is reviewed and if approved is issued by ESD out of ACCESS.
Location:	Provides services to the communities in the following district office services areas: ADO, BDO, HDO, LDO, RDO, SDO, and YDO
Target Population:	ICAN-RU Participants
Monitoring of contractor:	<ul style="list-style-type: none"> • Grant Monitoring Checklist (Site Visits and/or Source Documentation Reviews) • Monthly and Quarterly Program Reports • Financial Reports
Ongoing communication with contractor:	<ul style="list-style-type: none"> • Correspondence with Partner • Partner meetings as needed
Total Cost of Agreement:	Total: \$520,288.50 \$260,144.25 (State Funds 50/50) \$260,144.25 (Federal Funds 50/50)
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.VII. Contractor/Partner Details

Contract or Partner Name:	ICAN-RU Vermont Association of Business Industry and Rehabilitation (VABIR)
Service Overview:	VABIR provides employment services and supports to assist Vermonters dually enrolled in Reach Up and 3SVT with their efforts to address barriers and gain job skills, training, and employment.

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Contract or Partner Name:	ICAN-RU Vermont Association of Business Industry and Rehabilitation (VABIR)
	<p>VABIR provides consultation and assessment around employment, coordination of employer outreach, job development and placement services. Employment services include employer outreach, the development and provision of employment and progressive employment opportunities, and facilitation and/or support of participant placement into work and work-related activities.</p> <p>These employment services shall help participants overcome barriers to maintain meaningful work experiences that have the potential to lead to paid employment and financial stability. VABIR's coordinated employer outreach and employment services to participants shall assist participants' transitions from public assistance to employment.</p>
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	<ul style="list-style-type: none"> • Job Search Training • Self-Employment Training • Job Retention • Education - Basic/Foundational Skills Instruction (includes High School Equivalency) • Education – Vocational Training • Education - English Language Acquisition • Education - Integrated Education and Training • Education – Work Readiness Training • Work Experience – Work Activities • Work Experience – Internship • Work Experience – Pre-Apprenticeship/Apprenticeship • Work Experience – On the Job training • Work Experience – Work Based Learning (Other) – Job Shadows
Credentials Offered:	None
Participant Reimbursements Offered:	Support Services through Reach Up are requested through the Reach Up Case Manager. The request is reviewed and if approved is issued by ESD out of ACCESS.
Location:	Provides services to the communities in the following district office services areas: ADO, BDO, MDO, NDO, SDO, and TDO.
Target Population:	ICAN-RU Participants
Monitoring of contractor:	<ul style="list-style-type: none"> • Grant Monitoring Checklist (Site Visits and/or Source Documentation Reviews) • Monthly and Quarterly Program Reports • Financial Reports

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Contract or Partner Name:	ICAN-RU Vermont Association of Business Industry and Rehabilitation (VABIR)
Ongoing communication with contractor:	<ul style="list-style-type: none"> • Correspondence with Partner • Partner meetings as needed
Total Cost of Agreement:	Total: \$296,000.00 \$148,000.00 (State Funds 50/50) \$148,000.00 (Federal Funds 50/50)
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.VIII. Contractor/Partner Details

Contract or Partner Name:	ICAN-RU Family Center of Washington County (FCWC)
Service Overview:	<p>The FCWC provides employment services and supports to assist Vermonters dually enrolled in Reach Up and 3SVT with their efforts to address barriers and gain job skills, training, and employment.</p> <p>The FCWC provides consultation and assessment around employment, coordination of employer outreach, job development and placement services. Employment services include employer outreach, the development and provision of employment and progressive employment opportunities, and facilitation and/or support of participant placement into work and work-related activities.</p> <p>These employment services shall help participants overcome barriers to maintain meaningful work experiences that have the potential to lead to paid employment and financial stability.</p>
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	<ul style="list-style-type: none"> • Job Search Training • Self-Employment Training • Job Retention • Education - Basic/Foundational Skills Instruction (includes High School Equivalency) • Education – Vocational Training • Education - English Language Acquisition • Education - Integrated Education and Training • Education – Work Readiness Training

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Contract or Partner Name:	ICAN-RU Family Center of Washington County (FCWC)
	<ul style="list-style-type: none"> • Work Experience – Work Activities • Work Experience – Internship • Work Experience – Pre-Apprenticeship/Apprenticeship • Work Experience – On the Job training • Work Experience – Work Based Learning (Other) – Job Shadows
Credentials Offered:	None
Participant Reimbursements Offered:	Support Services through Reach Up are requested through the Reach Up Case Manager. The request is reviewed and if approved is issued by ESD out of ACCESS.
Location:	Provides services to the communities in the following district office services areas: MDO
Target Population:	ICAN-RU Participants
Monitoring of contractor:	<ul style="list-style-type: none"> • Grant Monitoring Checklist (Site Visits and/or Source Documentation Reviews) • Monthly and Quarterly Program Reports • Financial Reports
Ongoing communication with contractor:	<ul style="list-style-type: none"> • Correspondence with Partner • Partner meetings as needed
Total Cost of Agreement:	Total: \$63,101.00 \$31,550.50 (State Funds 50/50) \$31,550.50 (Federal Funds 50/50)
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.IX. Contractor/Partner Details

Contract or Partner Name:	ICAN-RU Lamoille Family Center (LFC)
Service Overview:	<p>LFC provides employment services and supports to assist Vermonters enrolled in ICAN-RU with their efforts to address barriers and gain job skills, training, and employment.</p> <p>LFC provides consultation and assessment around employment, coordination of employer outreach, job development and placement services. Employment services include employer outreach, the development and provision of</p>

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Contract or Partner Name:	ICAN-RU Lamoille Family Center (LFC)
	employment and progressive employment opportunities, and facilitation and/or support of participant placement into work and work-related activities. These employment services shall help participants overcome barriers to maintain meaningful work experiences that have the potential to lead to paid employment and financial stability.
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	<ul style="list-style-type: none"> • Job Search Training • Self-Employment Training • Job Retention • Education - Basic/Foundational Skills Instruction (includes High School Equivalency) • Education – Vocational Training • Education - English Language Acquisition • Education - Integrated Education and Training • Education – Work Readiness Training • Work Experience – Work Activities • Work Experience – Internship • Work Experience – Pre-Apprenticeship/Apprenticeship • Work Experience – On the Job training • Work Experience – Work Based Learning (Other) – Job Shadows
Credentials Offered:	None
Participant Reimbursements Offered:	Support Services through Reach Up are requested through the Reach Up Case Manager. The request is reviewed and if approved is issued by ESD out of ACCESS.
Location:	Provides services to the communities in the following district office services areas: VDO
Target Population:	ICAN-RU Participants
Monitoring of contractor:	<ul style="list-style-type: none"> • Grant Monitoring Checklist (Site Visits and/or Source Documentation Reviews) • Monthly and Quarterly Program Reports • Financial Reports
Ongoing communication with contractor:	<ul style="list-style-type: none"> • Correspondence with Partner • Partner meetings as needed
Total Cost of Agreement:	Total: \$49,000.00 \$24,500.00 (State Funds 50/50) \$24,500.00 (Federal Funds 50/50)
Eligible for 75 percent	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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Contract or Partner Name:	ICAN-RU Lamoille Family Center (LFC)
reimbursement for E&T Services for ITOs:	
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.X. Contractor/Partner Details

Contract or Partner Name:	ICAN-RU NECKA St. Johnsbury (NECKA)
Service Overview:	<p>NEKCA provides employment services and supports to assist Vermonters dually enrolled in Reach Up and 3SVT with their efforts to address barriers and gain job skills, training, and employment.</p> <p>NEKCA provides consultation and assessment around employment, coordination of employer outreach, job development and placement services. Employment services include employer outreach, the development and provision of employment and progressive employment opportunities, and facilitation and/or support of participant placement into work and work-related activities.</p> <p>These employment services shall help participants overcome barriers to maintain meaningful work experiences that have the potential to lead to paid employment and financial stability.</p>
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	<ul style="list-style-type: none"> • Job Search Training • Self-Employment Training • Job Retention • Education - Basic/Foundational Skills Instruction (includes High School Equivalency) • Education – Vocational Training • Education - English Language Acquisition • Education - Integrated Education and Training • Education – Work Readiness Training • Work Experience – Work Activities • Work Experience – Internship • Work Experience – Pre-Apprenticeship/Apprenticeship • Work Experience – On the Job training • Work Experience – Work Based Learning (Other) – Job Shadows
Credentials Offered:	None

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Contract or Partner Name:	ICAN-RU NECKA St. Johnsbury (NECKA)
Participant Reimbursements Offered:	Support Services through Reach Up are requested through the Reach Up Case Manager. The request is reviewed and if approved is issued by ESD out of ACCESS.
Location:	Provides services to the communities in the following district office services areas: JDO
Target Population:	ICAN-RU Participants
Monitoring of contractor:	<ul style="list-style-type: none"> • Grant Monitoring Checklist (Site Visits and/or Source Documentation Reviews) • Monthly and Quarterly Program Reports • Financial Reports
Ongoing communication with contractor:	<ul style="list-style-type: none"> • Correspondence with Partner • Partner meetings as needed
Total Cost of Agreement:	Total: \$78,000.00 \$39,000.00 (State Funds 50/50) \$39,000.00 (Federal Funds 50/50)
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.XI. Contractor/Partner Details

Contract or Partner Name:	ICAN-RU Ascentria Community Services (dba Good News Garage)
Service Overview:	<p>Good News Garage supports ICAN-RU participants in their individual goals to obtain employment skills by engaging in work and work-related activities. Transportation services provided by Good News Garage are a critical aspect of the supports provided to families so they can engage in their goals and employment.</p> <p>Good News Garage provides safe and secure transportation for ICAN-RU participants to employment, work activities, education, training, assessments, or other eligible activities identified by Reach Up Case Managers. The transportation supports ICAN-RU participants in gaining and retaining employment.</p>
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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Contract or Partner Name:	ICAN-RU Ascentria Community Services (dba Good News Garage)
Components Offered:	None
Credentials Offered:	None
Participant Reimbursements Offered:	Transportation
Location:	Statewide
Target Population:	ICAN-RU Participants
Monitoring of contractor:	<ul style="list-style-type: none"> • Grant Monitoring Checklist (Site Visits and/or Source Documentation Reviews) • Monthly and Quarterly Program Reports • Financial Reports
Ongoing communication with contractor:	<ul style="list-style-type: none"> • Correspondence with Partner • Partner meetings as needed
Total Cost of Agreement:	Total: \$38,612.00 \$19,306.00 (State Funds 50/50) \$19,306.00 (Federal Funds 50/50)
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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J. Budget Narrative and Justification

Provide a detailed budget narrative that explains and justifies each cost and clearly explains how the amount for each line item in the operating budget was determined. Note that the E&T State plan is a public document and must be made available to the public upon request, so the budget should not identify individual names or salaries that are not subject to public disclosure requirements. State agencies should note that the direct costs noted below are exclusively those attributed to the State and local SNAP agencies.

Table J.I. Direct Costs

Salary/Wages: List staff positions in FTE and time spent on the project. Example: E&T Program Manager - \$60,000 x .50 FTE = \$30,000 5 E&T Counselors - \$25,000 x 1.00 FTEs x 5 = \$125,000	Position	FTE	Total Salary	ICAN Salary
	Administrator	0.10	\$88,293.98	\$8,829.40
	1. Assistant Administrator	0.20	\$70,344.40	\$14,068.88
	2. Assistant Administrator	0.80	\$75,800.20	\$60,640.16
	Policy and Performance Analyst	0.50	\$72,250.47	\$36,125.23
	Reach Up Case Managers	6.5	\$80,211.84	\$521,376.96
	Reach Up Supervisor	1.5	\$92,317.02	\$138,475.53

Fringe Benefits: If charging fringe and benefits to the E&T program, provide the approved fringe rate.	Position	FTE	Salary	Benefits Rate	ICAN Fringe
	Administrator	0.10	\$88,293.98	64.4327%	\$5,689.01
	1 Assistant Administrator	0.20	\$70,344.40	72.6236%	\$10,217.33
	2 Assistant Administrator	0.80	\$75,800.20	68.8759%	\$41,766.44
	Policy and Performance Analyst	0.50	\$72,250.47	59.9241%	\$21,647.71
	Reach Up Case Manager	6.5	\$80,211.84	49.0581%	\$255,777.60
	Reach Up Supervisor	1.5	\$92,317.02	48.4524%	\$67,094.75

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Contractual Costs: All contracts and partnerships should be included in the “contracts and partnerships” matrix of the E&T State Plan Operating Budget Workbook. Briefly summarize the type of services contractors/partners will provide, such as direct E&T program services, IT services, consulting, etc.	Partner/ Contractor	Nature of Contract (Consulting, Data Analysis, E&T Services, Other)	Total Admin Costs	Total Participant Reimbursement Costs	Total Cost
	VR-EAP	E&T Services	\$520,677.80	\$0.00	\$520,677.80
	VABIR	E&T Services	\$99,237.00	\$0.00	\$99,237.00
	VAL	E&T Services	\$60,333.35	\$14,580.00	\$74,913.35
	VDOL	E&T Services	\$142,303.76	\$0.00	\$142,303.76
	CKA	E&T Services	\$169,690.82	\$0.00	\$169,690.82
	ICAN-RU VAL	ICAN-RU Services	\$520,288.50	\$0.00	\$520,288.50
	ICAN-RU VABIR	ICAN-RU Services	\$296,000.00	\$0.00	\$296,000.00
	ICAN-RU NEKCA	ICAN-RU Services	\$78,000.00	\$0.00	\$78,000.00
	ICAN-RU FCWC	ICAN-RU Services	\$63,101.00	\$0.00	\$63,101.00
	ICAN-RU LFC	ICAN-RU Services	\$49,000.00	\$0.00	\$49,000.00
	ICAN-RU Ascentria	ICAN-RU Services	\$3,565.08	\$35,046.92	\$38,612.00
	Non-capital Equipment and Supplies: Describe non-capital equipment and supplies to be purchased with E&T funds.	N/A			
Materials: Describe materials to be purchased with E&T funds.	N/A				
Travel & Staff Training: Describe the purpose and frequency of staff travel charged to the E&T program. This line item should not include E&T participant	N/A				

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reimbursements for transportation. Include planned staff training, including registration costs for training that will be charged to the E&T grant.	
Building/Space: If charging building space to the E&T program, describe the method used to calculate space value.	N/A
Equipment & Other Capital Expenditures: Describe equipment and other capital expenditures over \$5,000 per item that will be charged to the E&T grant. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)	N/A

Indirect Costs. Indirect costs (also called overhead costs) are allowable activities that support the E&T program, but are charged directly to the State agency. If using an indirect cost rate approved by the cognizant agency, include the approval letter as an attachment to the E&T State plan.

The State of Vermont Agency of Human Services uses an approved public assistance cost allocation plan to allocate cost and does not use an indirect rate. Costs are allocated to all of the benefitting objectives relative to the particular cost per Uniform Guidance. Please also see information here: [Uniform Guidance Appendix VI to Part 200 - Public Assistance Cost Allocation Plans](#) Vermont's PACAP: <https://humanservices.vermont.gov/about-us/central-office/fiscal-operations/federal-cost-allocation-plans/2021-cost-allocation-plans>

\$563,093.93 has been set aside to cover indirect costs.

Participant Reimbursements (Non-Federal plus 50 percent Federal reimbursement). Participant reimbursements should include the total participant reimbursement amount from the contracts/partners matrix of the E&T State Plan Operating Budget Excel Workbook, as well as any participant reimbursements the State agency plans to provide.

Total Participant Reimbursement funding - \$466,626.92 (\$233,313.46 State/Partner 50/50, \$233,313.46 Federal 50/50)

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Transportation and other:

Total: \$457,626.92 (\$228,813.46 State/Partner 50/50, \$228,813.46 Federal 50/50)

VAL: \$13,580.00

Ascentria: \$35,046.92

ESD ICAN: \$262,000.00

ESD ICAN-RU: \$147,000.00

Dependent Care:

Total: \$9,000.00 (\$4,500.00 State/Partners 50/50, \$4,500 Federal 50/50)

VAL: \$1,000.00

ESD ICAN: \$5,000.00

ESD ICAN-RU: \$3,000.00

Providers do not have caps or rates per individual for participant reimbursements.
Providers determine if a cost is reasonable, necessary, and allowable utilizing the
ICAN Participant Reimbursement spending guidelines.